



## **OP 91.126: ELECTRONIC COMMUNICATIONS WITH STUDENTS**

### **PURPOSE**

To provide procedures and regulations in the use of electronic communications by the university to students.

### **POLICY/PROCEDURE**

Mississippi State University is committed to utilizing the most advanced technology available to communicate with students. Therefore, the university will employ electronic means, when appropriate, to effect such communication, and students are expected to monitor appropriately these electronic communications. All students are assigned a msstate.edu. electronic mail address by Information Technology Services. New students will be assigned electronic mail addresses when they are accepted for admission.

Electronic means may include, but are not limited to, electronic mail, electronic bulletin boards, and information portals.

#### **Guidelines**

1. The distribution of mass email to students shall be restricted to Mississippi State University Departments for university business. Authority to approve the distribution of email in this manner rests with Vice Presidents.
2. Electronic communication to inform students of up-coming campus events is generally considered information that is best suited for posting on an electronic bulletin board or student portal rather than distribution by mass email. However, information regarding significant events of great interest among the students may be approved for distribution by mass email.
3. Where appropriate, electronic communications should have a from address, reply-to-address and subject line.
4. This policy does not apply to electronic communications between academic units and their students, i.e., an instructor sending electronic mail to students in his/her class.

### **REVIEW**

The Vice President for Student Affairs is responsible for the review of this operating policy every four years or as needed.

**REVIEWED BY:**

/s/ Regina Hyatt  
Vice President for Student Affairs

11/27/2017  
Date

/s/ Joan Lucas  
General Counsel

11/29/2017  
Date

/s/ Timothy N. Chamblee  
Assistant Vice President and Director  
Institutional Research & Effectiveness

12/01/2017  
Date

**APPROVED BY:**

/s/ Mark Keenum  
President

12/06/2017  
Date