

WesStudents Email List Policy

Policy Name: WesStudents Email Distribution List Policy

Approval Authority: Cabinet

Interpreting and Implementing Authority: Director of Computer and Information Resources

Effective: 8/15/2021

Last Revised: 08/15/2021

Next Review Date: 5 years from last revised date

Policy Statement

The WesStudents distribution list is designed as an easy mechanism to communicate with all students at Wesleyan at the same time. Students are not allowed to opt out of receiving these emails as it is an official communication channel of the College. Online students are not included in the WesStudents list, instead have a WesOnline distribution list.

The use of the WesStudents email distribution list is restricted for use by designated individuals. This restriction is the result of student complaints about being inundated with the number of email messages from faculty and staff and as a result, concerns that students are not getting important information from the College.

Entities Affected by the Policy

The entities affected include all faculty, staff, and students, whether full-time, part-time, or under contract.

Policy Details

To have an email message sent to the WesStudents distribution it must be posted by the individuals listed below:

- All Departmental Directors
- Physical Plant Director
- Physical Plant Assistant
- Members of the Cabinet
- Faculty Division Chairs
- Faculty approved by the Provost
- Student Affairs Program Coordinator
- President

In addition, the following rules are in place for use of the distribution list:

- Acceptable messages to be sent over WesStudents include official College business like convocations, important dates and events, campus safety information, and information that is relevant and important for all or most students to receive.
- Unacceptable messages to be sent over WesStudents include emails not related directly to campus events or activities, personal postings to include but not limited to personal messages, political views, sale of items, lost items, congratulatory e-mail chains, etc.
- Unacceptable messages to be sent over WesStudents include emails that only concern targeted groups, such as residential students, graduating seniors, international students, etc.
- Messages that do not concern all students should be sent to targeted groups, such as residential students, graduating seniors, international students, etc.
- No more than two e-mails regarding a single event may be sent, and messages regarding a single event may only be sent once per day.

A separate distribution list has been created for deposited first year students and international first year students and transfer students to foster better communication with new students prior to their attendance. These new student email addresses will be added to the regular WesStudents list two weeks prior to the start of the semester. Access to this list is also restricted to the individuals listed above.

The alternative Student News distribution list will still be accessible by all, but the list allows students to opt out via a web page on the Wesportal.

Responsibilities

The Director of Computer and Information Resources will restrict access to the WesStudents list only to those individuals above and will oversee compliance to this policy. Approved individuals who violate this policy will be restricted from future use of the distribution list.

Interpreting and Implementing Authority

Computer and Information Resources Department.