

Coppin State University Policy Adoption

Policy Name: CSU Campus-Wide Communications Policy
Policy Number: IA-GEN-002
Date Submitted: November 4, 2016
Submitted by: Office of Institutional Advancement
Doug Dalzell, Vice President for Institutional Advancement

Cabinet Approval Date: November 28, 2016

Presidents Approval Date: November 28, 2016

Policy on Campus-Wide Communications

Preamble: This policy affects access to the “Coppin Campus Community” Distribution List (DL). In an effort to ensure the most effective system for campus-wide communications the following policy has been approved by the Coppin State University Administrative Cabinet and University President.

There are two types of access to the “Coppin Campus Community” (DL).

----Without Review (where the user can send messages directly to the DL) and:

----With Review (where the user can send messages to the DL but only after review)

Policy:

1. Access to use the “Coppin Campus Community” DL must be approved by the appropriate Vice President or Administrative Cabinet member of the area requesting access.
2. Access will be granted by the Office of Information Technology through a documented request to the IT Help Desk
3. The Office of University Relations will review all messages for the “With Review” list