



College of Veterinary Medicine Policies and Procedures

Subject: *E-mail Announcement Policy*

Section: *Administrative*

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Replaces Policy Dated: *New*

To Be Reviewed Yearly by: *CVM Committee on
Policies and Procedures*

Source:

Cross Reference:

E-mail Announcement Policy

E-mail announcements intended for a large portion of the CVM community (i.e. students, faculty, staff) must be sent to the Office of the Dean for review and distribution from the CVM Announcements account. Additionally, all fundraising-related e-mails must be sponsored by an official student/university club, group, or class. Solicitations for financial contributions should never include instructions to leave money unattended anywhere on the premises. It is not permitted for individuals to solicit funds or donations via the CVM Announcements e-mail announcement channel. Announcements are subject to review, editing, and approval by the Office of the Dean. Any questions on the e-mail announcement policy can be directed to Katie Timmerman in the Dean's Office at katie.timmerman@msstate.edu or 662-325-0465.

Approved: _____

Kent H. Hoblet

Kent Hoblet, Dean
College of Veterinary Medicine

3/28/2018

Date