



## **OFFICIAL METHOD OF COMMUNICATION**

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Winston-Salem State University regards a student's university-assigned email account as an official method of communication for undergraduate students, graduate students, staff and faculty, unless otherwise prescribed by another policy. While e-mail is an official method of communication, it is not the only official method of communication and does not exclude alternate methods such as written or oral communications. Official university communications include, but are not limited to, enrollment information, grade information, financial information and policy, and announcements, as well as individualized notices. This system affords an efficient method for official messages to be disseminated to both on-and off-campus students. It is the responsibility of each student to frequently access their WSSU electronic mail account as it may contain an official communication from the university. All members of the university community must maintain good e-mail management habits and adhere to the standards of responsible use specified by WSSU if the institution is to maintain a quality, collaborative computing environment.

Adopted: This the 21<sup>st</sup> day of March 2014

Effective Date: This policy becomes effective upon adoption by Board of Trustees.

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Debra B. Miller, Chairman  
WSSU Board of Trustees

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Vivian H. Burke, Secretary  
WSSU Board of Trustees