

Email Etiquette

Email etiquette should be used for electronic communications as well as when working in the University's Virtual Campus (Learning Management System). Email is used to extend education beyond the physical classroom, providing a shared communication tool for students, faculty, and staff. The system provides an internal link for the community as well as a link to regional, national, and global communication through the Internet. Messages stored and/or transmitted by email must not contain material that may reasonably be considered offensive. Offensive material includes, but is not limited to, any comments, jokes or images that would offend someone based on the University's four transpersonal values: mindfulness, discernment, compassion, and appreciation of differences. Anonymous emails are prohibited.