

HC-ALLSTUDENTS EMAIL GUIDELINES (Effective 1/1/2024)

The purpose of the hc-allstudents email list is to communicate messages and events that require the attention of Haverford's **full** student body. It differs from other campus communications by the immediacy that messages are distributed (unlike the Weekly Consensus) and the scope of the body that receives the messages (unlike departmental/organizational newsletters). This policy is administered in partnership by the Students' Council Co-Secretaries and the Office of Residential Education and Student Engagement (RESE).

Please contact the Co-Secretaries (hc-secretaries@haverford.edu) with any questions or feedback regarding the policy or categories set forth. Faculty and staff can direct questions to RESE (hc-engage@haverford.edu).

Definite Approval:

Messages from these offices/organizations will be approved at the soonest convenience of the hc-allstudents approving body. Any organization with an email limit will receive a notification of the limit before their email is approved to make sure they want it to go through. Any organization that has reached their limit may still submit emails through tentative approval.

- President's Office
- Dean of the College
- Students' Council
 - Co-Presidents
 - Plenary Information
 - Co-Vice Presidents (4 emails per semester)
 - Treasurers (3 emails per semester)
 - Weekly Consensus
 - StuCo Newsletter
- Honor Council
- JSAAPP
- Campus Election Information (Stu-Co, Honor Council, JSAAPP, etc.)
 - Position announcements, the link and reminders to vote, and election results
- Residential Life & Student Engagement
- Campus Safety
- Dining Services
- Registrar
- Provost
- Health Services

- IITS
- SECS (4 email per semester)
- FAB (4 emails per semester)
- Clubs with more than 10% of Students' Association actively participating may send 1 email a semester
 - Ex: IBB
- Haverfest (5 emails per semester)
- Poster and Email Policy Joint Reminder (1 email per semester)
- An email will be sent by the RESE office at the start of the semester compiling all the newsletters so students can sign up for them. Examples:
 - Arboretum
 - CAPS
 - CPGC
 - GRASE
 - IDEA
 - OAR
 - REEO

Tentative Approval

This category generally refers to individuals or clubs.

An email or sender that does not fall under one of the categories listed above will not necessarily be immediately denied. If an hc-allstudents submission raises a question by the approving body of whether it meets the criteria for approval, the Students' Council Co-Secretaries will be consulted and a [rubric](#) used to determine if the email should be sent to the entire student body. Any email in tentative approval should be sent to hc-allstudents@haverford.edu and a rationale email to hc-secretaries@haverford.edu and hc-engage@haverford.edu about why the email answers the following:

- Why does this message pertain to the entire student body?
- Why is hc-allstudents the only way to get the message to the entire community?

Not Approved

If your email is not approved, you will receive an email stating the reason why and alternative paths to share your information. The purpose of this policy is not to censor or limit student voices but to ensure that information is spread as effectively as possible. This policy will evolve with student needs, so please reach out to the Co-Secretaries with any concerns regarding the policy or its categories.

Any event or message to the community can always be sent to the Weekly Consensus (linked [here](#)), along with any posters or promotional materials. Be sure to log in to your Haverford account to submit the form through Engage.

In accordance with existing institutional policies and practices that prohibit the use of (federally recognized and College-enforced) language on the basis of harassment, prejudice, and discrimination, this email policy does not permit speech that constitutes harassment or bias (on the grounds of history, experience, and identity).

When deciding if an email breaks the policies and practices described above, the decision of rejecting the email will also be made in accordance with Honor Code, including but not limited to the following excerpts from Section 3.04 subsection b of the Honor Code:

“Using one’s political beliefs to justify disrespectful or discriminatory words or actions is... a violation of the Code”.

“Respect entails a mutual regard for others, one that includes not only understanding but also welcoming their differences....We should always engage in respect as far as recognizing our common humanity and inherent human dignity”.

An email rejected on the grounds listed above must be a joint unanimous decision between Students’ Council Executive Board, and the RESE Office. If an email is suspected of breaking the Honor Code, it will be brought to the Honor Council Co-Chairs and a joint decision will be made. It is encouraged that the IDEA office be consulted when making this decision.

The consideration of any cases not adequately addressed within this policy may require involvement of the President's Office due to the legal requirements on the College.

The policy should be reviewed and renewed by the Students’ Council Co-Secretaries and the RESE Office every 2 years. Students’ Council must reach consensus in order to renew the policy. The policy must also be fully approved by the RESE Office and the Dean of the College.

First approved/Last revised 12/17/2023

Effective date 1/1/2024

Next review required by 1/1/2026

Rubric

In cases where an email falls under tentative approval this rubric will be consulted to determine if the email should be sent to the entire student body. An email must get a score of 3.5 out of 4 when averaged between the RESE office and the StuCo Co-Secretaries.

0 points	1 point	2 points
Email does not pertain to the student body	Email pertains to some of student body	Email pertains to most of student body
There are many other avenues to get the email to entire community	Unclear if there are other avenues to get email to entire community	There are no other avenues to get email to entire community