HC-ALLSTUDENTS EMAIL
GUIDELINES (Effective 1/1/2023)

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.

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 Residential Education & Student Engagement (hc-reslife@haverford.edu).

**Definite Approval:**

*Messages from these offices/organizations will be approved at the soonest convenience of the hc-allstudents approving body.*

- President’s Office
- Dean of the College
- Stu-Co Presidents
  - Plenary Information
- 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
- Campus Safety
- Dining Services
- Registrar
- Provost
- Health Services
- IITS
**Conditional Approval:**

*Messages from these offices/organizations will be approved given that they require the attention of Haverford’s full student body and could not be distributed through the Weekly Consensus or an organizational newsletter.*

- Stu-Co Officers
  - Announcements that could not be sent through the weekly Students’ Council email
- CPGC
- Dean’s Division offices not articulated above (e.g., OAR, SDEI offices, CAPS, Athletics)
- FAB
- SECS
- Offices/Departments with all campus events that reflect Haverford’s spirit/values that could not be submitted through the Weekly Consensus (e.g., vigils)

**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 to determine if the email should be sent to the entire student body. Some emails that don’t fall in the listed categories, but which are likely to be approved, are calls to action, announcements that affect the entire community, and campus traditions. Examples of outliers that would be pushed to the entire student body are the call to action for the Protest to Protect Chinatown and the Lloyd Lights voting form.

**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.