

**Virginia Tech Carilion School of Medicine (VTCSOM)**

**Policy:** Email Official Source of Communication

**Subject:** Enrollment Management/Registrar

**Administrator:** H. Reynolds

**Rev.:** 2

**Original date:** 9/14/2015

**Revision dates:** 1/11/2017

**1 Purpose**

To define the official form of communication while enrolled in medical school.

**2 Policy**

A student's carilionclinic.org email serves as their primary email address while enrolled at VTCSOM.

**3 Procedures**

Email is considered the official form of communication at VTCSOM. In order to keep informed about course material, school events, activities, administrative requirements, etc., students are expected to check their Carilion Clinic email accounts at least once per day. Failure to read email is not an acceptable excuse for missing school or course deadlines or administrative requirements.

When communicating in email, whether the email is addressed to an individual, group of people, or a class list serve, students are expected to use appropriate, professional language. Content and usage should conform to school standards.