Policy:    Email Official Source of Communication
Subject:   Enrollment Management/Registrar
Administrator:  H. Reynolds
Rev.: 3
Original date:  9/14/2015
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1 Purpose
To define the official form of communication while enrolled in medical school.

2 Policy
A student’s vt.edu 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.