UNIVERSITY POLICY SA-03.01-06/01

DATE: June 21, 2001

TO: University of West Florida Community

FROM: Morris L. Marx, President

SUBJECT: Electronic Newsletter for Students

AUTHORITY: Section 240.227 F. S.

Policy/Purpose: Establishes Publications Policy and Standards

GUIDELINES:

REGULAR ISSUE: Once a week (Tuesday), when classes are in session.

Communication must be from an official university entity, such as a department or student organization. Personal and commercial communication is prohibited.

Communication must affect a significant number of students.

Communication should be concise and not include attachments. If more detailed information needs to be communicated, it should be placed on a web page that students can link to from the e-mail communication.

SPECIAL BULLETINS: Will be published as required to inform the campus community of emergencies, breaking news affecting the university, and special messages of vital interest to students which need immediate dissemination. All other material will be published in the next regular issue.

Special bulletins will not be issued to accommodate submissions submitted after the publication deadline.

STANDARDS

SUBMISSIONS/DEADLINES

- All submissions will be considered for publication in the regular issue at the discretion of the editor. Publication is not guaranteed.

- Items used will be edited as necessary to comply with content limitations and professional journalistic standards and practices.

- Material used will be published the week following submission. Submission deadline is 4:30 p.m. each Friday for the following week.

- Submissions should include contact information, campus phone number and/or e-mail address.

- Submissions should be directed to studentnews@uwf.edu.
OTHER ELECTRONIC COMMUNICATIONS TO STUDENTS

Divisions and departments who wish to bring calendar and announcement information to the attention of students outside of e-mail are encouraged to:

a. post calendar announcements items in NAUTICAL which will appear on the NAUTICAL home page and on COMPASS kiosks in the attach mode;

b. request that Enrollment Services post information to the COMPASS scope by sending a request to compass@uwf.edu. This information appears in NAUTICAL, in COMPASS announcements, and on COMPASS kiosks in attach mode.

Web sites designated for communications to students are defined as those dynamic sites maintained specifically to provide students with timely and complete information, including a multitude of appropriate links to important university web sites. Generally, these web sites will be developed and maintained by various divisions and departments.

Other electronic media are defined as electronic communication media that support some degree of interactive communication and include threaded discussions, listservs, chat rooms and net meetings. Generally, these other electronic media will be developed and maintained by various divisions and departments.

APPROVED:  
Dr. Morris L. Marx, President

DATE: July 5, 2001

06/21/01