

**Mass Emailing**

**Policy Number:** 506

**Categorized:** [Information Technology](#)

**Responsible Office:** VP Instructional and Information Technology

**Subject:** Access to and Use of College-wide and Campus Email Distribution Lists

**Related Policies:** [Email](#)

**Procedures:** [506P](#)

**Additional Information:**

**Effective Date:** 06/10/2008

**Last Reviewed Date:** 06/23/2020

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**1. Scope**

This policy applies to all Northern Virginia Community College (NOVA) employees, including full and part-time staff, faculty, contractors, consultants, volunteers, interns, student hires, retirees and students (collectively, “users”).

**2. Policy Statement**

College email is only for official college business. College-wide email distribution lists should only be used for information important to all members of the college community. Email primarily of interest to a particular campus should use the individual Campus distribution list instead. Access to the use of College-wide and Campus email distribution lists is restricted to designated individuals. All College-wide emails must identify the specific person/office that is responsible for the email communication.

**3. Definitions**

College-wide email distribution list: all faculty and staff, all teaching faculty, all adjunct faculty, etc., or all students.

Campus email distribution list: all faculty and staff at a particular campus, all students taking classes at a particular campus.

Mass email: an unsolicited email message sent to a group of otherwise unrelated campus email addresses.

**4. Procedures**

See [506P](#).

## **5. Authority**

NOVA Administrative Council (6/10/2008)