



# COLLEGE POLICY

**POLICY NUMBER:** 5501

**DATE APPROVED:** December 1, 2019

**POLICY TYPE:** Student Affairs

**POLICY TITLE:** Communication to Students

**RESPONSIBLE ASSOC. /VICE PRESIDENT:** VP Student Affairs

## POLICY PURPOSE:

The purpose of this policy is to increase the effectiveness of communication between the college and its students. As such it is important to occasionally use other methods of communication that respond to the unique needs of students who may not have convenient access to email or who have a relationship with the college that is less traditional than degree credit students. This includes students who are receiving customized training and/or continuing education from the college.

## POLICY:

The Madison College assigned student email is the official address and form of college business communications to all students.

## DEFINITIONS:

None needed

## LINKS TO STATE/FEDERAL REGULATIONS:

None