

COORDINATED BY: Office of Student Affairs

EFFECTIVE: February 8, 2006

REVISED:

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SUBJECT: Communication with Students

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**I. PURPOSE**

This policy defines the procedure for communicating with LSUS students.

**II. GENERAL POLICY**

Official institutional information will be distributed to students via the LSUS email system, LSUS web site and infrequently, via hardcopy mailing to the permanent address listed with the Admissions and Records Office. Students are strongly encouraged to check their LSUS email daily for important announcements and other pertinent information.

**III. IMPLEMENTATION**

The implementation of this policy regarding communications with all LSUS students will be effective February 8, 2006.

Approvals:

Randy R. Butterbaugh, Ed.D.      2/8/06  
Dean of Students

Gloria Raines, Ph.D.                      2/8/06  
Vice Chancellor for Student Affairs

Vincent J. Marsala                      2/8/06  
Chancellor