

Madison College



Policy #2403

Mass Email

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Responsible office(s)	Finance and Administration
Keywords	mass email; email communication

POLICY PURPOSE

Madison College (MC) strives to protect employees from unsolicited spam email.

SCOPE

DEFINITIONS

POLICY STATEMENT

College employees may not send spam email messages from or to college email accounts. Spam is defined as any unsolicited electronic communications sent by an individual or group email account to a mass and undefined group of recipients without using the MC mass email vetting process.

The mass email policy and vetting process is in support of college wide goals to improve internal communications practices.

LINKS TO STATE/FEDERAL REGULATIONS

SUPPORTING DOCUMENTS

RELATED POLICIES

REVISIONS

1/20/2026..... Formatted to ensure highest level of accessibility