Political Science Department Email Policy

The faculty of the department of Political Science is committed to making itself available to students. As part of that commitment, the faculty welcomes student emails. Email is a frequently informal method of communication that does not always require strict adherence to the rules of standard English. But the neglect of such rules in the writing of emails can interfere with students' developing the habits that facilitate the effective and routine use of standard English in papers, exams, and other venues that are more formal than email. Because the Political Science department is also committed to helping students develop their ability to write standard English routinely and effectively, the faculty has adopted the following policy:

If a student email contains serious and/or numerous errors of punctuation, grammar, syntax, and/or spelling, faculty will respond to the email by telling the student that these errors must be corrected before the faculty member will address the issues raised or the questions asked by the student. The criteria for what constitutes "serious and/or numerous errors" vary among the department's faculty. At the start of the semester, each instructor will inform students in his/her classes what these criteria are.

Similarly, if a student's email does not conform to minimal standards of formal business correspondence, faculty members, at their discretion, may refrain from responding to the student until such standards are met.

Adopted September 29, 2007