

List Serv Policies for @lists.stanford.edu Email Lists:

- The @lists service is bound by the general Computer and Network Usage Policy. In particular, pay attention to memo 62, Section 2.d.(2) and 2.d.(3), the Fundamental Standard, and the University Administrative Guide. Please read these policy documents.
- A list using @lists services is a privileged use, not a right. Lists may be shut down, have their address name modified, etc., by the administrators of the @lists system without the consent of a particular mailing list owner if resource usage, verifiable complaints, and/or eminent University business requires it.
- A list owner is responsible for keeping list member addresses current and active and for managing issues with their list. Any list that fails to have an identifiable active Stanford community member as an owner/administrator may be shut down without notice. Spam mailing and/or repeated verifiable off-topic postings are potential grounds for removal from any and all @lists.
 - Owner of suse-doc-students; suse-admin-doc; suse-students: Doctoral Programs Officer
 - Owner of suse-ma-students: MA Programs Officer
- The @lists system administrators do not monitor the system for content but will respond to complaints from list users/members if/as necessary.
- All lists at the @lists service should have a defined charter.
 - Suse-doc-students: Students, faculty, and staff use this list to provide academic, funding and SUSE activities related information to all active doctoral students in the School of Education.
 - Suse-admin-doc: The purpose of this list is to allow the Academic Services Office to send doctoral students administrative information only.
 - Suse-ma-students: Students, faculty, and staff use this list to provide academic related information to all active MA students in the School of Education.
 - Suse-students: Students, faculty, and staff use this list to provide academic and funding related information to all active students in the School of Education.
- The lists are not to be used for non-University (i.e., unrelated) business. This service is a campus resource for the campus community.
- Postings to @lists should only be made from Stanford.edu email addresses. Non-Stanford account postings will be subject to moderation and significant delays.

Usage recommendations

- Limit postings to who, what, when, where, how and why formats. Messages and articles should be brief and to the point. Don't wander off-topic, don't ramble. Contact the list owner or any staff member in Academic Services to lodge complaints regarding a post. Staff will follow up regarding the posts and/or disciplinary action.
- Don't get involved in flame wars. Neither post nor respond to incendiary material. If needed, reply to the sender directly instead of posting replies to the entire list.
- Consider that a large audience will see your posts. Some Faculty and staff are members of the student lists. Posts are frequently archived; your words may be stored for a long time.
- Attach a signature to your message so that people can contact you directly if needed.
- Don't send large files when links to the file will do.
- Be careful with fonts and diagrams. These will display differently on different systems.
- Be careful using slang or local acronyms.