



The Society for College and University Planning

SCUP Listserv Community Rules

To make sure the listserv is useful to our members, collegial, and remains focused on education and peer-to-peer learning, we ask you to observe the following rules. See also: *Consequences for Violating Rules*.

Etiquette

All email should be signed with the sender's name, institutional or organizational affiliation, and email address.

Personal emails should be sent directly to the individual. Please refer to the member directory to look up members who have agreed to share their contact information with other members.

Respect

Be civil and constructive. Use courteous, professional language. Do not engage in personal attacks, use bigoted or demeaning language, or in any way make other users feel unsafe or unwelcome.

Promotional Messages

Any message that serves to promote a product, service, consultant, or firm will be removed. This includes announcements about new products or services, press releases about awards received, and content marketing pieces without educational value.

Exception: If a product or service is relevant to an emailed question, then this can be shared in a non-promotional way. See: *Endorsements/Recommendations*.

Any unsolicited commercial communications to listserv participants as a result of their emailing the listservs will result in your removal from the listservs. In other words, do not use this listserv as a way to beef up marketing email lists.

Surveys

To protect us all from survey fatigue, only approved surveys may be sent to the listserv. If you are interested, please send the survey, purpose, and timeframe, along with an active survey link to SCUP's director of content strategy for review.

Announcements

These listservs are meant to create member-to-member dialogue. Announcements and the unsolicited sharing of resources rarely encourage dialogue; please keep them to a minimum.

Endorsements/Recommendations

If a product, service, consultant, or firm is relevant to an emailed question, then it is appropriate to share this information. Keep your comments neutral and non-commercial. If you are in any way affiliated with a product, service, consultant, or firm, note this in the email body.

If you wish to discuss your experience of a product, service, consultant, or firm as a client, this must be done via private correspondence. In other words, the listserv is not for reviews.

SCUP and other participants have the right to reproduce postings. Please ask participants for permission to republish their words elsewhere.

Use caution when discussing products, services, consultants, or firms. Comments are subject to libel, slander, and antitrust laws.

Job Posts

Do not post job openings as SCUP has a robust Careers section. Please share them here.

Media

All media inquiries should be directed to SCUP's associate director of strategic alliances, Kathy Benton.

Consequences for Violating Rules

These rules should not be seen as all-inclusive, but serve to give you a better understanding of how you can constructively contribute to the listservs. In order to make sure the listservs serve as a learning community that is welcoming and positive for members, SCUP reserves the right to suspend, remove content, or terminate participation on all listservs for members who violate these rules.

Taking action against a member is something we would like to avoid, but realistically may have to happen in order to protect the quality of the listservs and the experience of other members.

If you are unsure if an email violates these rules, please err on the side of caution and do not post it. You can also contact the community manager.

These rules may be revised from time to time. It is your responsibility to stay abreast of any changes.

Possible Disciplinary Actions

Most first violations will receive a warning, but SCUP reserves the right to move immediately to suspension or termination for more serious offenses.

- An email or phone call to the member that explains the violation that occurred
- 90-day moderation (all member's emails must be approved by SCUP staff first)
- 6-month suspension (member will be removed from the listserv for 6 months)
- Barred from the listservs

For any further questions or comments, please contact the community manager.