

MEDICAL STUDENT POLICY

Title: Listserv Services Policy	
Relevant LCME Element(s): N/A	Last approved: 6/5/2024

I. **PURPOSE**

Describes acceptable use of the Feinberg School of Medicine class listservs.

II. **PERSONS AFFECTED:**

Medical students

III. **POLICY AND PROCEDURE STATEMENT**

The Feinberg School of Medicine operates an electronic mailing list service (“listserv”) for each class of students, each college, and the entire student body (MEDALL-ANNOUNCE). Listservs were established to transmit official announcements regarding classes, professional events, student organization activities, and other related information.

MEDALL-ANNOUNCE and individual class listservs are used solely for informational announcements from Feinberg administration. College listservs should be used only for college-related activities. MED-ACTIVITIES is a listserv for students to post announcements related to student organizations and other student-centered events. Messages on any Feinberg listserv should not express personal or political opinions.

Students may make announcements of student-centered social events, items for sale, and other similar messages through the class social media applications.

While at the time of matriculation new students are automatically assigned to the listserv for their class, a leave of absence or other interruption in academic progress may necessitate subscription to the listserv of a new class. This may be accomplished by sending an e-mail message to listserv@listserv.it.northwestern.edu. The message should have a blank subject line and the body of the message should state “subscribe med**-announce firstname lastname.” (** indicates the last two numbers of the new expected year of graduation).

IV. **APPROVING BODY:**

Senior Associate Dean for Medical Education