

COHEAO-L Listserv

The Rules

- COHEAO Listserv is open to any employee of a higher education institution with an .edu email address. COHEAO membership, while encouraged, is not required for individuals with an e-mail ending in .edu.
- Employees of vendors who support higher education institutions may join the Listserv **ONLY IF** the company is a COHEAO member in good standing.
- The Listserv is intended to promote information sharing and provide assistance within the higher education community. As such, members shall not "flame," challenge or attack others. The discussions on the listserv are meant to stimulate conversation, not to create contention. Flaming includes the making of derogatory comments, ridicule, excessive sarcasm and innuendo.
- Use caution when discussing items. Information posted on the listserv is available for all to see, and comments could be subject to libel, slander, and antitrust laws.
- Do not post commercial messages on the listserv. This platform is not intended for sales purposes. Contact people directly with product and service information if you believe it would help them.
- All defamatory, abusive, profane, threatening, offensive, or illegal materials or language are strictly prohibited. Do not post anything in a listserv message that you would not want the world to see or that you would not want anyone to know came from you.
- Please note carefully all items listed in the disclaimer and legal rules below, particularly regarding the copyright ownership of information posted to the list.
- Remember that COHEAO and all listserv participants have the right to reproduce postings to this listserv.
- Do not distribute any SPAM, solicitation, jokes, chain letters, petitions for signatures or letters relating to pyramid schemes, missing persons, once-in-a-lifetime deals, or political partisan opinions.
- Do not use the listserv to invite the entire list to join your social network. You may invite individuals to join your network but may not invite the entire list.

Listserv Etiquette

- Include a signature tag on all messages. Include your name, affiliation, location, and e-mail address.
- State concisely and clearly the topic of your comments in the subject line. This allows members to respond more appropriately to your posting and makes it easier for members to search the archives by subject.
- Include only the relevant portions of the original message in your reply. Delete any header information and put your response before the original posting.
- Send messages such as "thanks for the information" or "me, too" to individuals--**not to the entire list**. Do this by using your e-mail application's forwarding option and typing in

or cutting and pasting in the e-mail address of the individual to whom you want to respond.

- Do not send administrative messages, such as "remove me from the list", through the listserv. To unsubscribe from the listserv, follow the directions at the bottom of the listserv email message.
- If possible when using an Auto Reply message for times you are out of the office, please be sure to "Create a Rule" (this is easily done with Microsoft Outlook's Out of Office Assistant) that would prohibit sending your Auto Reply message to the listserv.

Disclaimers

This list is provided as a service of the Coalition of Higher Education Assistance Organization (COHEAO). COHEAO accepts no responsibility for the opinions and information posted on this site by others. The views and opinions expressed by the poster are those of the poster and not necessarily representative of the Coalition of Higher Education Assistance Organizations.

Information shared on the listserv is not intended to be a full and exhaustive explanation of federal/state regulations, laws or Title IV, VII, and VIII requirements. Information shared on the listserv should not be used as legal advice. Please rely on the advice of your own legal counsel.

By using the COHEAO-L listserv, subscribers agree to indemnify defend and hold harmless COHEAO and its officers from and against all losses, claims, demands, causes of action, liabilities, expenses, including reasonable attorney's fees and costs arising from any claims arising out of or resulting from any breach of these guidelines by the user or any omission or act taken by the user.

COHEAO does not actively monitor the site for inappropriate postings. However, in the event that any inappropriate posting is brought to COHEAO's attention, COHEAO reserves the right to take all appropriate action in response. COHEAO reserves the right to terminate access to any user who does not abide by these guidelines.

By subscribing to the COHEAO-L Listserv you are agreeing to the outlined rules and etiquette. Violation of these guidelines may result in the subscriber being removed from COHEAO-L