

## STUDENT EMAIL POLICY

### A. Purpose of the Policy

There is an expanding reliance on electronic communication among students, faculty, staff and administration at the University of Colorado Denver, Graduate School and in other schools on campus. Because of this increasing reliance and acceptance of electronic communication, email is considered an official means for communication within UCD Graduate School.

Implementation of this policy ensures that students have access to this critical form of communication. For the majority of students, this will not represent any change from what is currently done; it will, however, ensure that all students can access, and be accessed by, email as the need arises.

### B. Scope

The student email policy provides guidelines regarding the following aspects of email as an official means of communication:

- University use of email;
- Assignment of student email addresses;
- Student use of and responsibilities associated with assigned email addresses; and
- Expectations of email communication between faculty and student and staff and student.

### C. Policy

#### 1. University use of email

Email is an official means for communication within UCD Graduate School. Therefore, the University of Colorado Denver Graduate School has the right to send communications to students via email and the right to expect that those communications will be received and read in a timely fashion.

#### 2. Assignment of student email address

Information Systems (IS) will assign all students an official University email address. It is to this official address that the University of Colorado Denver Graduate School will send email communications; this official address will be the address listed in the University's Global Address List for that student.

#### 3. Redirecting of email

UCD email cannot be electronically redirected to another email address. Support is available for setting email clients to read multiple accounts. Please go to the Health Sciences Library for information on how to set up your computer to receive multiple email accounts. The University will not be responsible for the handling of email by outside vendors or by departmental servers.

#### 4. Expectations regarding student use of email

Not reading email does not absolve a student from the responsibilities associated with communication sent to his or her official email address. Students are expected to check their official email address on a frequent and consistent basis in order to stay current

with University communications (at a minimum, once a week). Students have the responsibility to recognize that certain communications may be time critical. "I didn't check my email," error in forwarding email, or email returned to the University with "Mailbox Full" or "User Unknown" are not acceptable excuses for missing University communication sent via email.

**5. Educational uses of email**

Faculty will determine how email will be used in their classes. It is highly recommended that if faculty have email requirements and expectations they specify these requirements in their course syllabus. Faculty can make the assumption that students' official email addresses are being accessed, and faculty can use email for their courses accordingly.

**6. Appropriate use of student email**

- a. All use of email including use for sensitive or confidential information, will be consistent with the Administrative Policy Statement on Use of Electronic Email. See <http://www.cusys.edu/policies/General/email.html>
- b. Confidentiality regarding student records is protected under the Family Educational Rights and Privacy Act of 1974 (FERPA). All use of email, including use for sensitive or confidential information, will be consistent with FERPA.
- c. Email shall not be the sole method for any legal notification, action, or correspondence.

**D. Procedures**

The Office of the Assistant Vice Chancellor for Information Systems will review this policy as needed. Changes will be authorized by the approval of the Dean and the Assistant Dean.

**E. References**

This policy complies with the guidelines as found in:

- Family Educational Rights and Privacy Act, UCD Registrar
- UCD's Information Technology Services, Rights and Responsibilities  
<http://www.UCHSC.edu/is/policies/aup.htm>
- University of Colorado System, Use of Electronic Mail Policy:  
<http://www.cusys.edu/policies/General/email.html>
- University of Colorado System, Student Rights to privacy of Educational Records:  
<http://www.cusys.edu/policies/Academic/studentrights.html>