

Communication of Official University Business

Purpose

This policy is established to designate email as the official form of communication from the university to students, faculty and all employees and to outline the responsibilities for checking, reading, and responding to information conveyed in email communications.

Policy

This policy defines the University of Mary's email system (that is--username@umary.edu address) as the official form of communication as the standard means of internal communication at the university.

The University of Mary's official e-mail account will be the only account used by faculty and staff when communicating information.

All full-time and part-time students, as well as all faculty and employees, are expected to regularly check their UMary email account and to acknowledge messages in a timely manner. Failure to read official university communications sent to official email address does not absolve students, faculty and employees from knowing and complying with the content of official communications.

In addition to general university notices, faculty members frequently use the university email system to notify and correspond with members of their classes, and faculty and employees are notified of meetings and other assignments. It is recommended that account holders frequently access their university assigned email account for information.

The university is not responsible for delivery problems to non-official e-mail accounts.

All account holders are responsible for managing their messages and deleting old mail as needed.

Approved

November 2009 by the Executive Committee of the University of Mary Board of Trustees