

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.

Statement of 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 email 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 staff, 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 addresses does not absolve students, faculty, and staff 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 email accounts.

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

Approved

October 2009 by the President of the University

November 2009 by the Board of Trustees (EC)

11 March 2021 revised by the Board of Trustees

18 March 2021 delivered to University Senate