



Student E-Mail Policy

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STUDENT E-MAIL POLICY
APPROVED BY PRESIDENT'S COUNCIL
JUNE 23, 2004

Policy

All undergraduate and graduate students (including employees who are taking classes) will be assigned a University student e-mail address with the expectation that they will read their e-mail regularly. This will help ensure that they are kept informed of current University updates, deadlines, emergency notification, etc. It is the student's responsibility to read all University correspondences sent to the student's University e-mail address by UDM faculty and administration.

Rationale

UDM is committed to increasing its interactions with students and improving ways of conveying important information. This policy will enhance the ability of faculty and administrative offices to send official and course-related information to students via e-mail with minimal barriers.

Guidelines

In general, redirecting UDM e-mail to another non-University e-mail address is not encouraged. The University will not be responsible for the handling of e-mail by outside service providers or servers. Having UDM e-mail redirected to another account does not absolve a student from the responsibilities associated with timely reading of communications sent to an official e-mail address.

For those students who may not own a personal computer, a variety of computer resources are provided at sites around the campus in an effort to make the University e-mail system relatively easy to access. Please refer to the Student Handbook and the IT web site <http://it.udmercy.edu> for specific locations. Public libraries are also places where students can go to access e-mail.