

UC Merced Policy on the Use of Email for Official Communications with Students

(Version 1.0, Approved 11/15/2005)

I. PURPOSE AND SCOPE

This policy establishes email as a method for official communications from UC Merced to graduate, professional, and undergraduate students.

II. DEFINITIONS

University-assigned email account -- the email account (ucmnetid@ucmerced.edu) assigned by the University to all new or incoming students.

UCMNetID – an electronic identifier assigned to individuals by UC Merced to allow access to electronic resources.

University official -- any UC Merced individual or campus unit with a legitimate business need to communicate with students. This includes, but is not limited to, representatives from the Chancellor, Provost, Student Affairs, deans' offices, other academic and administrative units, and instructors.

III. POLICY

University officials may use email messages and attachments as official means of communication with UC Merced students in connection with the student's education or with the provision of services to the students.

IV. RESPONSIBILITIES

Pursuant to this policy, all UC Merced students are responsible for taking the following actions:

- Activating their University-assigned email account, preferably upon expressing their intent to register or as soon thereafter as possible.
- Accessing all information sent to their University-assigned email account.
- Managing their University-assigned computing and email accounts.

A student may opt to forward University email communications to a different account. In those instances, it is the student's responsibility to ensure that all information sent to their official University-assigned email account, including attachments, is properly forwarded to that other email account.

V. REFERENCES

- A. Office of the President: University of California Electronic Communications Policy (<http://www.ucop.edu/ucophome/policies/ec/>).
- B. UC Merced Information Technology Acceptable Use Policy (<http://ucmnet.ucmerced.edu/aup.pdf>).