

A. Purpose

There is an expanding reliance on electronic communication among students, faculty and staff at Regis University. This is motivated by the convenience, speed, cost-effectiveness, and environmental advantages of using e-mail rather than printed communication. Because of this increasing reliance and acceptance of electronic communication, **e-mail is considered an official means for communication within the University.**

B. Scope

This e-mail policy provides guidelines regarding the following aspects of e-mail as an official means of communication.

- University use of e-mail;
- Assignment of e-mail addresses;
- Use of and responsibilities associated with assigned e-mail addresses; and
- Expectations of e-mail communication among faculty, staff and students.

C. Policy

1. University use of e-mail

E-mail is an official means for communication within Regis University. **The University may send correspondence exclusively through e-mail regarding important matters including, but not limited to, financial aid, policy announcements, employee benefits information, meeting and event notifications, student judicial correspondence, and academic information. Students, faculty, and staff are expected to check their e-mail on a frequent and consistent basis in order to stay current with University-related communications.**

2. Assignment of e-mail addresses

Information Technology Services (ITS) will assign each student, faculty member and staff member an official University e-mail address as part of the application process to obtain a RegisNET account. **It is to this official address that the University will send e-mail communications.**

3. Redirecting of e-mail

A student, faculty member or staff member who chooses to redirect e-mail from his or her official Regis University address to another e-mail address takes full responsibility for the correct configuration of that forwarding and assumes all risk for such action. The University will not support and will not be responsible for problems associated with or the handling of e-mail by outside vendors. Having e-mail redirected does not absolve a student, faculty member or staff member from the responsibilities associated with communication sent to his or her official University e-mail address.

4. Expectations regarding use of e-mail

Students, faculty and staff are expected to appropriately manage their Regis University mailboxes and to check their official University e-mail address on a frequent and consistent basis in order to stay current with University communications. Prompt disposition of e-mail is necessary to manage storage space on the e-mail system.

5. Educational uses of e-mail

Faculty may determine how e-mail will be used in their courses. It is highly recommended that if faculty has e-mail requirements and expectations that they specify these requirements in the course syllabus. Faculty may expect that students' official Regis University e-mail addresses are being accessed, and faculty may use their Regis University e-mail accordingly.

6. Appropriate use of e-mail

In general, e-mail is not appropriate for transmitting sensitive or confidential information unless its use for such purposes is matched by an appropriate level of security.

- All use of e-mail, including use for sensitive or confidential information, will be consistent with the University's Responsible Use of Information Technology and Responsible Use of E-Mail policies.
- Confidentiality regarding student records is protected under the Family Educational Rights and Privacy Act of 1974 (FERPA). University policy prohibits the transmission of non-directory student information by general e-mail. However, in the course of doing business, such information may be transmitted internally from one Regis.edu account to another. (See www.regis.edu/registrar/FERPA for a listing of directory information.)
- E-mail shall not be the sole method for notification of any legal action.