

UC Davis Policy and Procedure Manual

Chapter 310, Communications and Technology

Section 19, Email for Official Communications with Students

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Supersedes: New

Responsible Department: Information and Educational Technology

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I. Purpose

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

II. Definitions

- A. University-assigned email account--the email account (mailid@ucdavis.edu) assigned by the University to all new or incoming students.
- B. University official--any UC Davis individual or campus unit with a legitimate business need to communicate with students. This includes, but is not limited to, representatives from the Chancellor and Provost, Student Affairs, deans' offices, academic departments, and instructors.

III. Policy

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

IV. Responsibilities

- A. Pursuant to this policy, all UC Davis students are responsible for taking the following actions:
 - 1. Establishing a campus computing account.
 - 2. Activating their University-assigned email account, preferably upon expressing their intent to register or as soon thereafter as possible.
 - 3. Accessing all information sent to their University-assigned email account.
 - 4. Managing their University-assigned computing and email accounts.
- B. 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, including attachments, is properly forwarded to that other email account.

V. Further Information

For additional information contact Information and Educational Technology (530-754-4357, ithelp@ucdavis.edu, <http://itexpress.ucdavis.edu>).

VI. References

- A. Office of the President: University of California Electronic Communications Policy (<http://www.ucop.edu/ucophome/policies/ec/>).

- B. UC Davis Policy & Procedure Manual (<http://manuals.ucdavis.edu/PPM/about.htm>):
 - 1. Section 310-23, Electronic Communications Policy – Allowable Use
 - 2. Section 310-24, Electronic Communications – Privacy and Access.
 - 3. Section 320-10, Records Management Program
 - 4. Section 320-21, Privacy and Disclosure of Information from Student Records.
- C. UC Davis Email Web site (<http://email.ucdavis.edu>). Includes instructions regarding activating a University-assigned email account, forwarding email, managing email accounts, etc.
- D. UC Davis Security Web site (<http://security.ucdavis.edu>). Includes instructions for campus units interested in securing an application or Web site.