I. POLICY

Email is a mechanism for official communication within Adams State College. Adams State expects that such communications will be received and read in a timely fashion. Official email communications are intended only to meet the academic and administrative needs of the campus community.

II. PURPOSE

To meet the academic and administrative needs of the college, ASC has established email as the official and primary means of communication to all of its admitted students.

III. DEFINITIONS

Official notification: Any timely notification that will positively or negatively impact a student (e.g., student record, financial aid status, academic program, attendance, conduct, safety or status within the college community, knowledge of information mandated by federal, state or local laws.)

IV. PROCEDURES

ASSIGNMENT OF STUDENT EMAIL ACCOUNTS:
Official Adams State email accounts are available for all enrolled students who are degree-seeking. Addresses have the suffix of yourname@grizzlies.adams.edu. Official email addresses will be directory information. As with other directory information, any student may request his or her official email address be restricted in its access.

REDIRECTING OF EMAIL:
If a student wishes to have email redirected from their official Adams State email address to another email address, they may do so at their own risk. Having email redirected does not absolve a student from the responsibilities associated with official communication sent to his or her @grizzlies.adams.edu account.

EXPECTATIONS ABOUT STUDENT USE OF EMAIL:
Students are expected to check their email and maintain their email accounts on a frequent and consistent basis in order to receive all college-related communications, which may be time-sensitive. College-related communications may come from Adams State College faculty and staff or from partners of Adams State, including but not limited to Higher One.

PRIVACY:
Users should exercise extreme caution in using email to communicate confidential or sensitive matters and should not assume that email is private and confidential. It is especially important that users are careful to send messages only to the intended recipient(s). Particular care should be taken when using the “reply” command during email correspondence.
EDUCATIONAL USE OF EMAIL:
Faculty will determine how electronic forms of communication (e.g., email) will be used in their classes and will specify their requirements in the course syllabus. This policy will ensure all students will be able to comply with the email-based course requirements specified by faculty. Faculty can therefore assume students’ official @grizzlies.adams.edu accounts are being accessed, and faculty can use email for their classes accordingly.

V. RESPONSIBILITY

VI. AUTHORITY

VII. HISTORY

ATTACHMENTS:

Some sections of this policy were replicated from the University of Arizona at http://www.registrar.arizona.edu/emailpolicy.htm