



OFFICE OF COMPLIANCE SERVICES  
UVM.EDU/POLICIES

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## UNIVERSITY OPERATING PROCEDURE

**\*\*FOR PRINTED USE ONLY\*\***

University Operating Procedures residing on UVM's Institutional Policy website are the most current versions available. If you are viewing a procedure anywhere else including in printed form or embedded on other websites, it may not be the most current.

**Title:** Electronic Student Notification

### Overview

Students are issued a UVM email account following acceptance of an offer of admission and prior to enrollment in classes at the University of Vermont (UVM). This email account is established for the purpose of sending and receiving communications that constitute "official" business as a member of the UVM community. Official communication covers a wide variety of important information including financial notices, academics, safety alerts, required meetings, etc. Students remaining alert to their UVM email account and responding when necessary is critical to effectively and successfully managing one's affairs as a member of the UVM community.

### Applicability of the Procedure

This Operating Procedure applies to all students of the University of Vermont.

### Definitions

Official University Communications: may be addressed from an administrative unit or official of the University to a group or a single student, and contain information that students must have in order to conduct business with the University and for which they will be held accountable.

University (UVM) Email Address: is an email account within the uvm.edu domain but not including departmentally-operated subdomains.

### Procedures

#### **General**

Newly admitted students may receive communications from admissions and/or Orientation on private email addresses until such time that new students, prior to enrolling in classes, are issued their UVM email address/account.

UVM Faculty and Staff are expected to use students' uvm.edu email addresses for official UVM communication.

#### **University Use of Email**

The University of Vermont’s email network and associated UVM email addresses are the primary and official mechanism by which the University delivers official communications to all students and admitted applicants.

Administrative offices may supplement official electronic University communications with notification in hard copy as they see fit.

Faculty members may determine how email or other forms of electronic communication will be used in their classes, but faculty must specify in their course syllabus, what is required of their students.

The University expects that students and admitted applicants will receive and read, in a timely fashion, all official University communications sent to their official University email address.

If a full inbox or the unmonitored use of a “spam” filter causes official University communications to be undeliverable, those communications will be considered delivered, and no further action will be required of the University. Students and admitted applicants will be held responsible for knowing the content of those communications. The University assumes no responsibility for any official University communications not received or read by students.

The Director of Admissions is the resource for enrolled applicants under this UOP. The Dean of Students is the resource for registered students under this UOP.

#### **Activation of Student Email Accounts**

All full-time and part-time students registered at UVM, as well as enrolled applicants, are assigned a University email address. It is the responsibility of every eligible student to activate their own UVM email account. Account activation automatically establishes the student’s email address in the UVM.edu domain in University records. Official University communications are sent to this email address.

Students who choose to have their UVM email address forwarded to a private, unofficial email address (e.g. Hotmail.com, yahoo.com, gmail.com, etc.) that is outside the University network address (uvm.edu) do so at their own risk. The University is not responsible for any difficulties that may occur in the proper or timely transmission or access to email forwarded to any non-UVM email address.

## Contacts

<b>Questions concerning the daily operational interpretation of this UOP should be directed to the following:</b>	
<b>Title(s)/Department(s):</b>	<b>Contact Information:</b>
Director of Admissions	(802) 656-3370
Dean of Students	(802) 656-3380

## Forms/Flowcharts/Diagrams

- None

## Related Documents/Policies

- [All About Email at UVM \(Enterprise Technology Services\)](#)
- [Computer, Communication, and Network Technology Acceptable Use Policy](#)

## Training/Education

Training will be provided on an as-needed basis as determined by the Approval Authority or the Responsible Official.

## About This Procedure

<b>Responsible Official:</b>	Vice Provost for Student Affairs	<b>Approval Authority:</b>	Vice Provost for Student Affairs
<b>Affiliated Policy Number(s):</b>	V. 1.8.2	<b>Effective Date:</b>	September 15, 2011
<b>Revision History:</b>	<ul style="list-style-type: none"><li>• Approved by the Vice President for Student and Campus Life September 15, 2011</li><li>• Approved by the Vice Provost for Student Affairs July 27, 2018</li><li>• Approved by the Vice Provost for Student Affairs December 22, 2022</li></ul>		

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*University of Vermont Policies and Operating Procedures are subject to amendment. For the official, approved, and most recent version, please visit UVM's [Institutional Policies Website](#).*