



## University Operating Procedure

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# Electronic Student Notification

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## Procedures

### University Use of Email

The University of Vermont's email network is the primary and official mechanism by which the University delivers official communications to all students and admitted applicants, at their uvm.edu email addresses.

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 communications sent to their official University email address.

If a full inbox or the unmonitored use of a "spam" filter causes messages to be undeliverable, those messages 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 messages. The University assumes no responsibility for any messages not received or read by students.

### Activation of Student Email Accounts

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

Students who choose to have their UVM email account 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 unofficial email address.

## 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.

## Contacts/Responsible Official

Questions related to the daily operational interpretation of this procedure should be directed to:

Enrolled Applicants:

Director of Admissions  
Office of Admissions  
194 South Prospect Street  
Burlington, VT 05401-3596  
(802) 656-3370

Registered Students:

Dean of Students  
Nicholson House  
41 South Prospect Street  
Burlington, VT 05405  
(802) 656-3380

The Vice Provost for Student Affairs is the official responsible for the interpretation and administration of this procedure.

## Forms

None

## Related Documents/Policies

All About Email at UVM (Enterprise Technology Services)

<http://www.uvm.edu/it/email/about.html>

Computer, Communication, and Network Technology Acceptable Use Policy

<http://www.uvm.edu/policies/cit/compuse.pdf>

## **Review Dates**

Approved by the Vice Provost for Student Affairs July 27, 2018

Approved by the Responsible Official September 15, 2011