Subject/Title: Email as Official Form of University’s Communication with Students
FPU Policy Number: FPU-3.0011P

X New Policy __ Major Revision of Policy __ Minor Technical Revision of Policy

Date First Adopted: November 19, 2014
Date Revised:

Responsible Division/Department: Student Affairs
Initiating Authority: Ghazi Darkazalli, Provost

A. APPLICABILITY/ACCOUNTABILITY: This policy shall apply to all students.

B. POLICY STATEMENT: All students at the University shall maintain and regularly check their University student email account for official University communications since the University uses email as the official mode of communication with students. The University may send communications to student email accounts that contain time sensitive information, financial information, registration deadlines, assignments or emergency information.

C. PROCEDURES:
1. Each student must activate a University email account.
2. Each student must consistently and regularly check his/her University email account on a daily basis for official University communications.

EXECUTED SIGNATURE PAGES ARE AVAILABLE IN THE OFFICE OF THE GENERAL COUNSEL