

FLORIDA	OFFICIAL
POLYTECHNIC	UNIVERSITY
UNIVERSITY	POLICY

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.

POLICY APPROVAL	
Policy No.: 3.0011P	
 Initiating Authority	<u>11-18-14</u> Date
 Policies & Procedures Review Committee Chair	<u>11-17-14</u> Date
 President/Designee	<u>11/19/14</u> Date
Approved by FPU BOT, if required	 Date