University of Western States uses electronic mail (email) to communicate with students, employees, trustees and others. Email communication constitutes an official form of UWS notification. Email sent by the university to UWS email accounts is presumed to have been received and read.

Scope
The policy applies to all individuals with a UWS-provisioned email account.

Email As Official Means of Communication
The university-assigned email account is an official means of communication. Official notifications from the university, such as academic decisions, conduct decisions, grievances, appeals, etc., are delivered via UWS email. Students and employees are responsible for information delivered from the university via their UWS email account.

Students and employees are required to use their university-assigned email account when engaging in business or academic activities with UWS.

Acceptable Use of Email
Email users are required to comply with university policy on acceptable use of information systems. Violations of university policy may result in disciplinary action appropriate to the user.

Security of Email
University of Western States does not guarantee the confidentiality, security or reliability of email services. Users are responsible for understanding these limitations and using caution when using UWS email to communicate confidential or sensitive information.

Privacy of Email
Use of UWS email should not be considered completely private. For more information, see the "Privacy" section of the university policy on acceptable use of information systems.

Email Support
Users with university-assigned email accounts may request support by submitting a ticket on the UWS Help Desk.

Related Policies: Policy 1004 Nondiscrimination and Anti-Harassment
Policy 1024 Copyright Violation
Policy 2503 Social Media
Policy 3601 Acceptable Use of Information Systems

Keywords: communication, email, notification