

## **Purpose and Scope**

This policy establishes email as a method for official communications from UC Davis to graduate, professional, and undergraduate students.

## **Policy**

University officials may use email as an official means of communication with UC Davis students.

## **Responsibilities**

Pursuant to this policy, all UC Davis students are responsible for taking the following actions:

- Establishing a campus computing account;
- Activating their University-assigned email account, preferably upon expressing their intent to register or as soon thereafter as possible;
- Accessing all information sent to their University-assigned email account; and
- Managing their University-assigned computing and email accounts.

A student may opt to forward University email communications to a different account. In those instances, it is the student's responsibility to ensure that all information, including attachments, is properly forwarded to that other email account.

University officials shall not communicate any sensitive or confidential information directly in the body of an email. Such information should instead reside on a secure Web site or application to which students will be requested to authenticate themselves.

## **Definitions**

**UNIVERSITY-ASSIGNED EMAIL ACCOUNT** – The University-assigned email account is the email account (*mailid@ucdavis.edu*) assigned by the University to all new or incoming students.

**UNIVERSITY OFFICIAL** – A university official is defined as any UC Davis individual or campus unit with a legitimate business need to communicate with students. This includes, but is not limited to, representatives from the Chancellor's and Provost's Offices, Student Affairs, deans' offices, academic departments, and instructors.

## **References**

- A. Office of the President: University of California Electronic Communications Policy (<http://www.ucop.edu/ucophome/policies/ec/>).
- B. UC Davis Policy & Procedure Manual (<http://manuals.ucdavis.edu>):
  1. [Section 310-16](#), Electronic Communications Policy.
  2. [Section 320-15](#), Records Disposition and Retention
- C. UC Davis Email Web Site (<http://email.ucdavis.edu>). Includes instructions regarding activating a University-assigned email account, forwarding email, managing email accounts, etc.
- D. UC Davis Security Web site (<http://security.ucdavis.edu>). Includes instructions for campus units interested in securing an application or Web site.