

Indiana University East
Use of Email as an Official Correspondence with Students
March 2004

At Indiana University East, there is an increasing need for fast and efficient communication with students in order to conduct official business at the university. Each student at Indiana University East is issued a university email account upon admission. Accordingly, email is an appropriate mechanism for formal communication by the university with students.

The following policy is adopted by Indiana University East and consistent with policies and procedures established by the Office of the Vice President for Information Technology and Chief Information Officer. It recognizes email as one of the official methods of communication.

Policy

Email shall be considered an appropriate mechanism for official communication by Indiana University East with students unless otherwise prohibited by law. The university reserves the right to send official communications to students by email with the full expectation that students will read these emails in a timely fashion. All correspondence shall be sent to the official university email addresses. In the event of an emergency, the University shall utilize all available communication mechanisms including email to reach students.

Upon admission to Indiana University East, students shall be given official university email accounts. Official university communications shall be sent to students' official university email addresses. Students are expected to check their email on a frequent and consistent basis in order to stay current with campus related communications. Students should recognize that certain communications may be time-critical. A student's failure to receive or read official university communications does not absolve the student from knowing and complying with the content of such official communications. Students who choose to have their email forwarded to a private (unofficial) email address, do so at their own risk. The university is not responsible for any difficulties that may occur in the transmission of the emails.

Below are the types of information that may be disseminated via email:

- Registration dates, deadlines, procedures, etc;
- Financial aid and scholarships information;
- Billing information and payment options (direct deposit, tax credits, etc.);
- Campus life events, programs, and services;
- Judicial and administrative actions (parking, conduct, etc.);
- Academic calendar;
- Major university and campus policy statements;

and all other information approved by the Chancellor or Dean of Students.