Title: Student Email

Prepared By: Vice Chancellor for Academic Affairs

Approved By: G. Thomas Bellamy

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Purpose of the Operating Procedure

Due to increased advantages of and reliance on electronic communication linking students, faculty, staff, and administrators at the University of Washington, Bothell, email is considered to be an official means of communication. This operating procedure details how students can access and be accessed by email for official university purposes.

Scope

The student email operating procedure provides guidelines regarding:

- University use of email;
- Assignment of student email addresses;
- Student responsibilities associated with assigned email addresses; and
- Expectations related to email communication between faculty and staff and students.

Operating Procedure

1. University use of email

Email is an official means for communication for the University of Washington, Bothell. The University has the right to send communications to students via email and the right to expect that those communications will be received and read in a timely manner. UWB use of email will adhere to all FERPA guidelines as they pertain to confidentiality and sharing of student information.

2. Assignment of student email addresses

Once a student has enrolled for their first quarter, UWB Information Services will assist them in setting up an official University email address. This email address will be used to send University communications and it is the official address that will be listed in the University's student directory.
3. Redirecting student email

Students are strongly encouraged to use their University email address. Students should be advised that if they configure their UW email accounts to automatically forward to another email account some email systems may block delivery of UW email and some may not be able to handle large files. Students who do wish to redirect their email to another email address (e.g. @msn.com, @hotmail.com) should consult https://uwnetid.washington.edu/manager/. Students are expected to read their email frequently and consistently regardless of whether their UWB accounts have been forwarded. The University will not be responsible for managing the redirection of email; responsibility for redirecting, managing, and using email from a student’s official University email address resides with the account holder.

4. Academic uses of email

Faculty will determine how or if email will be used in their classes. If faculty have email requirements for their courses expectations should be specified in the course syllabus. Faculty should expect that students’ official email addresses are being managed by the address holder and use email for their courses accordingly.

5. Appropriate use of student email

In general, email is not appropriate for transmitting sensitive or confidential information unless such use is matched by an appropriate level of security.

☐ All use of email, including use for sensitive or confidential information, will be consistent with University policies related to the use of technology.
☐ Confidentiality regarding student records is protected under the Family Educational Rights and Privacy Act of 1974 (FERPA). All use of email, including that used for sensitive or confidential information, will be consistent with FERPA.
☐ Email will not be the sole method used for notification of any legal or disciplinary action.

Procedures and Responsible Organization

The Office of the Associate Vice Chancellor for Academic Affairs will review this operating procedure as needed and is responsible for its content. Students with questions or comments about this policy should contact either the Office of Student Affairs or Information Systems (IS) on the University of Washington, Bothell campus.

References

This policy complies with the guidelines as found in:

☐ Student Conduct Code (WAC 478-120-020-2)
☐ Ethics Guidelines (http://www.washington.edu/computing/rules/)
☐ UWNet ID Information Page (http://www.washington.edu/computing/uwnetid/)
☐ Forwarding Mail Information (https://uwnetid.washington.edu/manager/)
☐ UWB Student Computer Accounts Page (http://www.uwb.edu/infosys/knowledgebase/studentacct.html)