POLICY STATEMENT

Subject: Use of IUP E-mail as an Official Means of Communications

Date: 16-SEPT-2005 Distribution Code: A Reference Number:

Addition ____ Originating Office: Provost President's Approval
Deletion ____ Vice Provost for Admin & Tech
New Item __X__ Library & Educational Services Committee

1. PURPOSE:	The purpose of this policy is to define IUP e-mail as an official method of communication for the University.
2. SCOPE:	This policy applies to all students and employees except those employees who do not normally have access to e-mail.
3. OBJECTIVE:	The objective of this policy is to define the use of IUP e-mail as an official method of communication and the responsibility of e-mail users to monitor, read and use their IUP e-mail accounts. As the IUP e-mail system provides a recognized method to authenticate the user, it is suitable to use for official communications.
4. POLICY:	Indiana University of Pennsylvania provides e-mail services to all students and employees as an official method of communication. Students and employees (except those employees who do not normally have access to e-mail) have a responsibility to read their IUP e-mail accounts and, if responding to or sending e-mail about IUP business, use their IUP e-mail accounts to do so.
5. DEFINITIONS:	**E-mail User** is defined as any student or employee that has been issued an IUP e-mail account. **E-mail Account** is an active IUP e-mail (@iup.edu).
6. RESPONSIBILITIES:	Users are expected to check their e-mail accounts regularly and to use their IUP e-mail accounts when responding to or sending e-mail to IUP employees and students about IUP academic and administrative matters.
7. PROCEDURES:	The rationale for this policy is that for faculty who wish to

	use IUP e-mail for communication to and from students, there is a policy that states that this is approved. Faculty can put this policy in their syllabi and other documents. Communicating via the IUP e-mail system facilitates determining the identity of the sender. Where applicable, academic and administrative offices should publish e-mail addresses that can be used to receive such e-mail. Faculty should make students aware of their e-mail address by including it on their syllabus or by other means.
8. RECISION:	None
9. PUBLICATIONS STATEMENT:	This policy should be published in the following publications: Undergraduate Catalog, Graduate Catalog, Student Handbook, Administrative Manual. This policy should also be included on the TSC and ATS websites.
10. DISTRIBUTION:	Distribution Code Description A All Employees