



UC San Diego

Policy & Procedure Manual

[Search](#) | [A–Z Index](#) | [Numerical Index](#) | [Classification Guide](#) | [What's New](#)

STUDENT MATTERS – GENERAL & UNDERGRADUATE

Section: 160-3

Effective: 10/06/2023

Supersedes: 04/29/2015

Next Review Date: 10/06/2026

Issuance Date: 10/06/2023

Issuing Office: [Vice Chancellor – Student Affairs](#)

EMAIL FOR OFFICIAL COMMUNICATIONS WITH STUDENTS

I. PURPOSE AND SCOPE

This *Policy* applies to all UC San Diego undergraduate, graduate, professional school, and Extension Students.

This *Policy* establishes electronic communication as a recognized and official means for University Officials to communicate with UC San Diego Students.

II. POLICY

Email communication is a recognized and official means by which University officials may communicate with Students. Students are responsible for checking their UC San Diego-issued email account on a frequent and consistent basis in order to stay current with University-related communications.

III. DEFINITIONS

A. Campus Official or University Official – the term Campus Official or University Official is defined by Section 130.280 of the University of California Policies Applying to Campus Activities, Organizations, and Students.

B. Student – The term **Student** is defined by Section 14.40 of the University of California *Policies Applying to Campus Activities, Organizations, and Students*.

IV. RESPONSIBILITIES

Questions concerning the application and/or interpretation of this Policy may be directed to the Director – Center for Student Accountability, Growth, and Education

It is the responsibility of the Director – Center for Student Accountability, Growth, and Education to facilitate campus-wide notification to students, faculty, and staff about the most current version of this Policy available in the campus Policy and Procedure Manual (PPM).

V. RESOURCES

A. University of California [Electronic Communications Policy](#)

B. [Section 14.40](#) - *University of California Policies Applying to Campus Activities, Organizations, and Students*

- C. [Section 130.280](#) - *University of California Policies Applying to Campus Activities, Organizations, and Students*
- D. [PPM 135-5](#) - UC San Diego's Electronic Communications Privacy and Confidentiality Policy
- E. [PPM 135-9](#) - UC San Diego *IT Resources Acceptable Use Policy*

VI. REVISION HISTORY

2019-06-18 - Policy comprehensively reviewed with no substantive changes. Reissued with a new review date of 2022-06-18.

2023-10-06 - Policy comprehensively reviewed with substantive changes and reformatted into standard policy template. Reissued with new review date of 2026-10-06.



UC San Diego Policy & Procedure Manual

[Search](#) | [A-Z Index](#) | [Numerical Index](#) | [Classification Guide](#) | [What's New](#)

STUDENT MATTERS – GENERAL & UNDERGRADUATE

Section: 160-3 EXHIBIT A

Effective: 04/29/2015

Supersedes: 07/01/2012

Next Review Date: 10/06/2026

Issuance Date: 04/29/2015

Issuing Office: [Vice Chancellor – Student Affairs](#)

Official Messages to Students: Mandatory vs. Optional

EXHIBIT A

