



UC San Diego

Policy & Procedure Manual

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STUDENT MATTERS – GENERAL & UNDERGRADUATE

Section: 160-3

Effective: MM/DD/YYYY

Supersedes: 04/29/2015

Next Review Date: MM/DD/YYYY

Issuance Date: MM/MM/YYYY

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

EMAIL FOR OFFICIAL COMMUNICATIONS WITH STUDENTS

I. INTRODUCTION

II. PURPOSE AND SCOPE

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

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

III. POLICY

Email communication is an 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.

Please also see the following:

- [University of California Electronic Communications Policy](#)
- [UC San Diego Electronic Communications Procedures and Practices](#)
- [Academic Computing and Media Services Acceptable Use Policy](#)

IV. DEFINITIONS

- A. University Official** means any person employed by the University who performs administrative, faculty, or professional responsibilities .

V. RESPONSIBILITIES

Questions concerning the application and/or interpretation of this Policy may be directed to the Director – Student Affairs Policy, Standards, and Conduct.

It is the responsibility of the Director – Student Affairs Policy, Standards, and Conduct 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).

VI. RESOURCES

VII. REVISION HISTORY

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

2023-1-23 - Policy comprehensively reviewed with substantive changes and reformatted into standard policy template. Reissued with new review date of 2026 –1 -23.

DRAFT



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Section: 160-3 EXHIBIT A

Effective: 04/29/2015

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Official Messages to Students: Mandatory vs. Optional

EXHIBIT A

