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


2023-10-06 - Policy comprehensively reviewed with substantive changes and reformatted into standard policy template. Reissued with new review date of 2026-10-06.
STUDENT MATTERS – GENERAL & UNDERGRADUATE
Section: 160-3 EXHIBIT A
Effective: 04/29/2015
Supersedes: 07/01/2012
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Issuing Office: Vice Chancellor – Student Affairs

Official Messages to Students: Mandatory vs. Optional

EXHIBIT A