

Chapter Name

2.0 Communications

Chapter Number

2.1

Title

Use of EMU Email for Official Correspondence

1.0 Purpose

Eastern Michigan University is committed to using available technology to communicate among members of the campus community due to the convenience, speed, cost-effectiveness, and environmental advantages it provides.

EMU-provided email shall be considered an appropriate mechanism for official communication between and among EMU faculty, students, staff, and administration. The University reserves the right to send official communications via EMU email with the full expectation that all recipients will receive and will be responsible for the content of the email, consistent with the work schedule defined by the appropriate governing body or collective bargaining agreement.

2.0 Scope

This policy shall cover all students and employees of the University.

3.0 Policy

1. The University will provide all students, faculty, and staff with an official University email address (@emich.edu) at no charge. This will be the email address listed in University directories.
2. The University will direct all official email communications to this address.
3. Students, faculty, and staff are responsible for checking their official email address on a frequent and consistent basis in order to stay current with University communications, since some communications may be time-critical.
4. Members of the campus community may elect to forward email from their official University-provided account to an external, non-EMU email account, but do so at their own risk. The University will not be responsible for the handling of email by outside vendors, including potential delivery delays. Having email redirected to an alternate service does not absolve students, faculty, or staff from the responsibilities associated with communication sent to their official email address, including important dates, events, billing deadlines, or other time-critical matters.

4.0 Responsibility for Implementation

The authority for this policy is Eastern Michigan University policy 15.1 “Electronic Communications”. The University’s Chief Information Officer, with the advice of Legal Affairs, is responsible for the implementation of this policy.

5.0 Enforcement

Any employee found to violate federal or State of Michigan laws, EMU policies, procedures or standards of conduct, will be subject to disciplinary action under University policy. Any student found to violate federal or State of Michigan laws, EMU policies, procedures or standards of conduct, will be subject to disciplinary action under

EMU's Student Code of Conduct. Any suspected violation of State or Federal laws will be reported to the appropriate legal authority for investigation.

The University reserves the right to protect its electronic resources from threats of immediate harm. This may include activities such as disconnecting an offending computer system from the campus network, terminating a running job on a computer system, or taking other action.