

## ***Policies and Procedures***

<b>SECTION:</b> <b>Administration</b>	<b>NO.</b> <b>2.1.22.</b>		
<b>CHAPTER:</b> <b>General</b>	<b>ISSUED:</b>	<i>REV. A</i>	<i>REV. B</i>
<b>POLICY:</b> <b>Using Creighton University's Email as the Official Means of Communication</b>	<i>PAGE 1 OF 1</i>		

### **PURPOSE**

The purpose of this policy is to establish an official means for university communications.

### **POLICY**

The Creighton University assigned email account shall be the official means of communication with all students, faculty, and staff. All community members are responsible for all information sent to them via their University assigned email account. Members who choose to manually forward mail from their University email accounts are responsible for ensuring that all information, including attachments, is transmitted in its entirety to the preferred account.

All faculty, staff, and students are required to maintain an @creighton.edu computer account. This account provides both an online identification key and a University Official Email address. The University sends much of its correspondence solely through email. This includes, but is not limited to, policy announcements, emergency notices, meeting and event notifications, course syllabi and requirements, and correspondence between faculty, staff, and students. Such correspondence is mailed only to the University Official Email address.

Faculty, staff and students are expected to check their email on a frequent and consistent basis in order to stay current with University-related communications. Faculty, staff, and students have the responsibility to recognize that certain communications may be time-critical.

### **SCOPE**

This communication strategy applies to all members of the University community -- faculty, staff, and students. Units with employees that have limited access to a computer are asked to post University notices in an easily accessible space.