

Augusta University

Policy Library

Use of Email as Official Means of Notification to Students

Policy Owner: Dean, Student Life

POLICY STATEMENT

Email is the official medium of communication to students at Augusta University (AU).

AFFECTED STAKEHOLDERS

Indicate all entities and persons within the Enterprise that are affected by this policy:

- Alumni Faculty Graduate Students Health Professional Students
 Staff Undergraduate Students Vendors/Contractors Visitors
 Other:

DEFINITIONS

Intentionally left blank.

PROCESS & PROCEDURES

All students at AU are expected to check their email account on a daily basis for important University announcements and other pertinent information. Students also are expected to update their contact information in Banner when necessary.

REFERENCES & SUPPORTING DOCUMENTS

Intentionally left blank.

RELATED POLICIES

Acceptable Use of Information Technology

APPROVED BY:

President, Augusta University and CEO, AU Health System Date: 06/09/2017

Office of Compliance and Enterprise Risk Management Use Only

Policy No.: 488

Policy Sponsor: Type the title of the Executive Leader of the department.

Originally Issued: Not Set

Last Revision: 04/17/2017

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