



UNLV STUDENT EMAIL POLICY

RESPONSIBLE ADMINISTRATOR: EXECUTIVE VICE PRESIDENT AND PROVOST

RESPONSIBLE OFFICE(S): OFFICE OF INFORMATION TECHNOLOGY

ORIGINALLY ISSUED: 2005

APPROVALS: APPROVED BY:

Handwritten signature of Michael W. Bowers

10-27-10

Michael W. Bowers, Executive Vice President & Provost Date

APPROVED BY THE PRESIDENT:

Handwritten signature of Neal J. Smatresk

10-27-10

Neal J. Smatresk, President Date

REVISION DATE: OCTOBER 2010

STATEMENT OF PURPOSE

This policy clarifies the requirements for email communications with students via their official [name]@unlv.nevada.edu accounts.

ENTITIES AFFECTED BY THIS POLICY

All students, faculty and staff are affected by this policy.

WHO SHOULD READ THIS POLICY

All students, faculty, and staff should read this policy.

POLICY

Official email communications are intended to meet student, faculty, and staff academic and administrative needs within the campus community. Unless otherwise prohibited by law, the university and its faculty may communicate with students officially by email and will expect that such email messages will be received and read in a timely manner. Official UNLV email accounts are created for all admitted students. The addresses are all in the form of [name]@unlv.nevada.edu. These accounts must be activated by the students through the Office of Information Technology Help Desk or online.

If a student wishes to have email redirected from their UNLV official email to another email address, they may do so but at their own risk. The university is not responsible for the handling of email by outside vendors or departmental/unit servers, none of which are considered official student email accounts. Having email redirected does not absolve a student from the responsibilities associated with official communication sent to his or her [name]@unlv.nevada.edu account.

Students are expected to check their email on a frequent basis in order to stay current with UNLV related administrative and course communications and to recognize that certain communications may be time-critical. Students must ensure that there is sufficient space in their accounts to allow for delivery of official email communications.

It is a violation of the UNLV Code of Student Conduct to use email to impersonate a university office, faculty/staff member, another student or any other person.

Email users should exercise extreme caution in using email to communicate confidential or sensitive matters, and should not assume that email is private or secure. It is also important that users are careful to send messages only to the intended recipients.

Faculty will determine how electronic forms of communication will be used in their classes, and will specify their requirements in the course syllabus. Such use by students and faculty shall be consistent with this policy.

RELATED DOCUMENTS

<http://rebelmail.unlv.edu/>

CONTACTS

IT Help Desk
CBC B133 or SU 231
895-0777

Office of Information Technology
Herman Westfall Building (HWB) 101-B
895-1886 / Fax 895-1487

Office of the Executive Vice President and Provost
Flora Dungan Humanities (FDH) 747
895-3301 / Fax 895-4054