

Title: Student Email		
Doc Type: Policy	Policy #: 12.2.2	Effective Date: 2/16/2015
Owner(s): Web/IT Advisory Council	Version #: 1	Applies To: Faculty, Staff, and Students

PURPOSE

There is an increasing need for fast and efficient communication with currently enrolled students in order to conduct official business at the College of Nursing. Official communication includes, but is not limited to, academic deadline notifications, billing statements, specific course information, and campus alerts. Email is one of the available mechanisms for formal communication by the College with students, and the College reserves the right to send official communications to students by email with the full expectation that students will receive and read these emails in a timely fashion.

UNM cannot verify the ownership of private emails such as Gmail, Yahoo, Hotmail etc. whereas University email accounts are issued only to enrolled students. The only sure way to avoid FERPA violations and guarantee that University emails are delivered to the intended party is through use of official University email addresses.

Each student has a UNM email account created for them for use throughout the time the student is registered for classes. The UNM email account shall be considered an appropriate delivery method for official communication with students by the College unless otherwise prohibited by law.

APPLICABILITY

Faculty, Staff and Students

POLICY STATEMENT

Students are responsible for:

- checking their email frequently (at a minimum of once per week or as indicated by an instructor) in order to stay current with College-related communications;
- ensuring there is sufficient space in their accounts for email to be delivered; and recognizing that certain communications may be time-imperative.
- Students will not be held responsible for a substantial interruption in their ability to access a message if system malfunctions or other system-related problems prevent timely delivery of, or access to, that message (e.g. power outages or email system viruses). Students should check their email frequently to prevent problems caused by a brief system failure.



- Students are responsible for protecting PHI (Patient Health Information) by using HSC provided encryption.

Students who choose to have their email forwarded to a private (unofficial) email address outside the official University (@unm.edu) do so at their own risk. The University and the College are not responsible for any difficulties that may occur with privacy or security, in the proper or timely transmission, or in accessing email forwarded to any unofficial email address. Such problems will not absolve students of their responsibility to know and comply with the content of official communications sent to students' official UNM email addresses. Failure to check email frequently or email returned to the College with "mailbox full" or "user unknown" are not considered acceptable excuses for failing to know about and comply with official email communication.

Students should report problems with University email or access to ITS at 505-272-8112 or nursing.unm.edu/IT.

Faculty & staff are responsible for communicating official College of Nursing business to students using the student's UNM email account.

- In cases where an external student (transfer, NMNEC, Nexus) does not have a UNM email account, the home school address should be used for all confidential or official business. Non-educational email (for example: Gmail, Yahoo or Hotmail) should be used only for introductory purposes. The student should be notified that further contact requires an education account.

DEFINITIONS

(Define any terms that are specific to this policy.)

REFERENCES

UNM Administrative Policies and procedures Manual -Policy 2540: Student Email

RESPONSIBILITIES

The CON Faculty Affairs Committee, Senior Faculty, Tenured Faculty, Dean, and supervisors will be responsible for assuring adherence to this policy.

RESOURCES/TRAINING

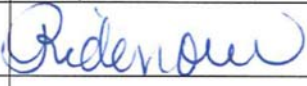
The office and specific individual position title – with telephone number and email address, as appropriate – that should be contacted for interpretations, resolution of problems, and special situations.

Resource/Dept	Contact Information
Web/IT Advisory Council	
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SUMMARY OF CHANGES

(A brief summary of significant changes to existing documents. Please include the last revision date and title of the document being replaced.)

DOCUMENT APPROVAL & TRACKING

Item	Contact	Date	Approval
Owner	CON Web/IT Advisory Council	9/17/14	
Consultant(s)	CON Faculty		
Committee(s)	CON Web/IT Advisory Council	9/17/14	[Y or N/A]
Legal (if applicable)			
Official Approver	Nancy Ridenour, Dean, College of Nursing		Y
Official Signature		Date: 2 March 15	
2 nd Approver (Optional)		Date:	
Signature		Date:	
CON Faculty Approval		02/16/2015	
Effective Date		02/16/2015	
Origination Date		02/16/2015	
Issue Date		02/16/2015	

ATTACHMENTS

List and attach all forms needed to complete the procedure. A transaction flow chart might also be included in this section. Attach document(s), beginning on the next page, or provide an electronic file and list its filename here.