

Student Email	Procedure Number	580
	Effective Date	Jan 1, 2019

1.0 PURPOSE

Establish policy outlining the use and governance of student email at UA-PTC.

2.0 REVISION HISTORY

Adopted on:
 April 2012
 Revised on:
 September 2014

3.0 PERSONS AFFECTED

Students

4.0 DEFINITIONS

5.0 PROCEDURES

UA-PTC provides currently enrolled students an electronic mailbox (email). This electronic mailbox is used as an official means for communication between the college and the enrolled student. Each currently enrolled student will monitor and read messages sent to the mailbox regularly throughout their enrollment period (i.e., semester(s) enrolled). The UA-PTC Code of Computing Practices governs use of this electronic mailbox.

REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s):	UA-PTC	Oct, 2018
Ratified by:	David Glover, UA-PTC Chief Information Officer	Dec 2018
Recommended by Chancellor (Signature)	Margaret Ellibee	Jan 2019
UA Policy Alignment:		

