

**UNIVERSITY POLICY – SA-19.02-02/12**

**TO:** University of West Florida Community  
**FROM:** Dr. Judith A. Bense, President  
**SUBJECT:** Student Communications Policy  
**Responsible Office/Executive:** Student Affairs/Vice President  
**Policy/Purpose:** To articulate student responsibilities in connection with University email communications.

The University of West Florida uses electronic mail (“email”) for official University communication with students. Therefore, UWF students are responsible for information communicated through this medium, including monitoring their email for communications from UWF. Students are also responsible for complying with the University’s policies concerning use of electronic mail.

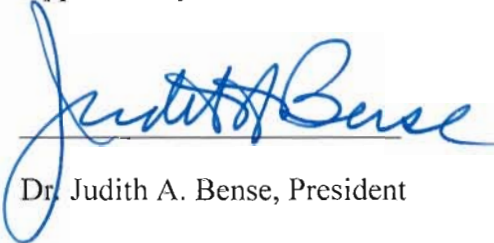
To facilitate communication via email, the University provides all enrolled students with a University email account. The assigned email account is each student’s official email address for UWF communications.

UWF students may access their University email account from any computer having access to the Internet or from various locations on campus, including student computer labs. The University also provides information on how to use the University’s email services and technical support for students via the Information Technology Services (ITS) Helpdesk.

UWF recognizes that many students have personal email accounts with other email providers; therefore, the University’s email system allows students to establish email forwarding to a non-University email account. However, UWF cannot ensure that forwarded email is ultimately delivered by another organization’s email system; it is, therefore, the student’s responsibility to ensure the successful forwarding of emails from the University.

This policy is effective for all University of West Florida Students.

Approved By:

  
Dr. Judith A. Bense, President

Date: 

*HISTORY: SA-19.00-05/04, adopted 05/2004*

*SA-19.02-02/12, amendatory, adopted 02/2012*