



# UNIVERSITY OF RICHMOND

## Policy Manual

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<b>Policy #:</b>	IRM-3002	<b>Policy Title:</b>	Official University Communications Policy
<b>Effective:</b>	01/28/2008	<b>Responsible Office:</b>	Information Services
<b>Date Approved:</b>	01/28/2008	<b>Approval:</b>	Vice President for Information Services & Chief Information Officer
<b>Replaces Policy Dated:</b>	N/A	<b>Responsible University Official:</b>	Vice President for Information Services & Chief Information Officer

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### SCOPE:

This policy applies to the University of Richmond and all of its Affiliates. As used in this policy, the term “Affiliates” means organizations or entities in which the University owns a controlling interest or has the right to elect the majority of the entity’s governing board.

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### POLICY STATEMENT:

#### *IRM-3002.1 – Policy*

The University of Richmond uses e-mail as an official means of communication within the University. Examples include notification of financial aid, tuition bills, academic or disciplinary action, instructor feedback, and correspondence from University offices.

Students are required to activate their @richmond.edu e-mail account and to check it regularly. Students are responsible for reading the content of University communications sent to their e-mail accounts. If students choose to forward their University e-mails to external e-mail providers, they are responsible for ensuring that the external e-mail account remains active.

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### RELATED POLICIES:

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### POLICY BACKGROUND:

# IMR-3002 – Official University Communications Policy

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## **POLICY CONTACTS:**

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Vice President for Information Services & Chief Information Officer