E-MAIL COMMUNICATION POLICY

In order to meet the academic and administrative needs of the University community, the University of Southern Maine has established email as an official and primary means of communication to all of its students, accepted and/or enrolled. In some cases, email may be the only form of communication. Official University assigned email accounts are created for all accepted or enrolled students, usually in the form of FirstName.LastName@maine.edu.

The University assigned email account is the MaineStreet "Business" email address, regardless of email account preference.

Students are responsible to read all information sent to them via their University assigned email account. The University has the right to expect that such communications will be received and read in a timely fashion.

It is imperative that students understand that a majority of University information will be communicated to them via their University assigned email account. Confidential information will not be sent via email. If the University needs to convey sensitive information to the student and the information cannot be conveyed using the password protected Student Self-Service venue, the University will send the information via United States Postal Service (USPS). The University reserves the right to notify students via email when any action on the student’s part may be necessary. Some actions can be accomplished using the University's Student Information Systems that are made available through special links that are password protected.