

Augusta University Policy Library

Use of Email as Official Means of Notification to Students

Policy Manager: Dean of Students

POLICY STATEMENT

Email is the official medium of communication to students at Augusta University (AU). All students at AU are expected to check their assigned Augusta University email account on a daily basis for important University announcements and other pertinent information. Students also are expected to maintain accurate contact information in Pounce (e.g., email, phone number, physical address).

Students will be held accountable for information submitted to them via email.

AFFECTED STAKEHOLDERS

Indicate all entities and persons within the Enterprise that are affected by this policy:

- Alumni Faculty Graduate Students Health Professional Students
 Staff Undergraduate Students Vendors/Contractors Visitors
 Other:

DEFINITIONS

Intentionally left blank

PROCESS & PROCEDURES

REFERENCES & SUPPORTING DOCUMENTS

Intentionally left blank

RELATED POLICIES

[Acceptable Use of Information Technology](#)

APPROVED BY:

Executive Vice President for Academic Affairs and Provost, Augusta University

Date: 3/10/2022

President, Augusta University

Date: 3/11/2022

Office of Legal Affairs Use Only

Executive Sponsor: VP for Enrollment and Student Affairs

Next Review: 3/2025