



INDIANA UNIVERSITY

SCHOOL OF MEDICINE

Official Medical Student Email Communication Policy

edu-adm-0008

About This Policy

Effective Dates:

07-01-2021

Last Updated:

06-24-2021

Responsible University Administrator:

Associate Dean of Student Affairs

Policy Contact:

askmse@iu.edu

Scope

IUSM Students, Faculty, and Staff

Policy Statement

The IU School of Medicine reserves the right to send official communications to students by electronic mail (email) with the full expectation that students will receive email and read these messages in a timely fashion. Official university, campus and school communications will be sent to your IU email address. You are still responsible for knowing and complying with the content of official communications, including but not limited to the IUSM MD Student Newsletter, sent to your official IU email address. You are expected to check your e-mail frequently and consistently to stay current with university-related communications. Students are expected to respond in a timely manner. In addition to monitoring your university email account, you need to check for course and clerkship related email within Canvas.

Reason For Policy

Email has become an essential tool for accomplishing the University's day-to-day academic and administrative activities. This policy aligns with similar expectations across the IU system.

Procedure

Policies and regulations that apply to other forms of communications at the University also apply to email.

Users are reminded that any email sent from a University Email Account or residing on University Email Services may be considered a public record under the Indiana Public Records Act.

Definitions

University Email Account: An official University email account provided to students granted email privileges at the University.

Sanctions

Conduct in regard to this policy is subject to the same standards of professionalism as other student conduct. Violation of standards of professional conduct may result in sanctions up to and including dismissal.

Additional Contacts

Associate Dean of Student Affairs: MSE Operations (317) 274-0758 askmse@iu.edu

History

1. New policy created and placed into the policy template. Policy effective date 01 July 2021.
2. Policy approved by Dean's Executive Committee 16 June 2021.
3. Policy published to policy portal 01 July 2021.