

Per the UMSL email policy found at <http://www.umsl.edu/registration/students/student-email-policy.html>

The University of Missouri-St. Louis (UMSL) provides e-mail accounts to its students and encourages the appropriate use of e-mail by students to further their educational goals.

As a condition of access, use of any UMSL resource must comply with all applicable laws, University guidelines, University policies, and University contracts including, but not limited to the Collected Rules and Regulations, Business Policy Manual, and the University codes of conduct for faculty, staff, and students.

Each student, upon being admitted, is issued an UMSL e-mail account with an address in the [umsl.edu](http://www.umsl.edu) domain. This is the account used for University business and official University communications to students via e-mail. Students are expected to regularly check their UMSL account for University communications and are responsible for communications sent to this account. Communications sent to this account will be considered to have fulfilled any University obligation for notification.

UMSL e-Mail Best Practice

Forwarding e-mail to a personal account is at the student's discretion, but discouraged. Faculty and Staff are required to utilize their University email account and the student's University email account when conducting University business via email. This measure is to protect student privacy and verify delivery of the information.

Faculty and Staff are highly encouraged to limit discussion of personal, identifiable information or private student record data over email. Instead Faculty and Staff should direct students to utilize Canvas, MyView, MyDegree or MyConnect to obtain information, (such as grades), regarding their academic record.

Due to privacy risks when corresponding over email, communicating in general context only is the correct course of action. If a situation does arise where it is necessary to communicate sensitive academic or personal identifiable data with an individual student via email, faculty and staff should make sure the student is aware of the potential risk and conduct such conversations only on UM sanctioned email.