

NYU Student Email Policy

Purpose of the Policy

Reliance on electronic communication among NYU students, faculty, staff, and administration has expanded significantly in recent years. Due in large part to its convenience, speed, cost effectiveness, and environmental benefits, email has gained wide acceptance in the NYU community, and, by virtue of this policy, now is considered an official means of communication at the University.

This Student Email Policy is intended to emphasize the importance of student access to and use of this critical means of communications. For most students, the policy is simply a formal statement of current practices and will involve little if any change from those practices. Adhering to this policy will enable the University to communicate with every matriculating NYU student.

Scope

The Student Email Policy applies to all full-time and part-time students registered in a degree program at NYU and addresses the following aspects of email as an official means of communication:

- University use of email
- Activation of student email accounts
- Notification of legal action, financial notice, or academic warning

Principle

NYU expects full-time and part-time students registered in a degree program at NYU to actively maintain an NYU email account in order to be able to receive University communications.

Policy

1. University use of email

Email is an official means of communication within NYU. The University has the right to send communications to students via email and the right to expect that those communications will be received and read in a timely fashion.

2. Activation of student email accounts

Every full-time and part-time student registered in a degree program at NYU is

assigned a NetID and is eligible for a NYUHome account, which includes email. The NetID is used in conjunction with a password chosen by the student to log into NYUHome and other services. It is the responsibility of every eligible student to activate his or her own NetID and NYU email account. NYUHome account activation automatically establishes the student's email address as *netid@nyu.edu* in University records. University email communications are sent to this email address. [See [Guidelines for Student Email Use](#) if you wish to receive mail at another address.]

3. **Notification of legal action, financial notice, or academic warning**

Email shall not be the sole method for notification of any legal action, financial notice, or academic warning.

Procedures

The Associate Provost and Chief Information Technology Officer revises and reissues this policy as needed. Changes are authorized by the approval of the Provost. Students with questions or comments about this policy should contact the Office of the Associate Provost and Chief Information Technology Officer by writing to cito@nyu.edu.

References

This policy complies with the following policies and guidelines:

- NYU Information Technology Services Policy Statements.
See www.nyu.edu/its/policies/.
- NYU Student's Guide, Policies and Procedures.
See www.nyu.edu/students.guide/.

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