

Roger Williams University – Office of Information Technology

RWU e-mail as official means of communication policy

A Roger Williams University assigned student email account is an official means of communication between all students and the University. Students are responsible for all information sent to them via their University assigned email account. Students who choose to forward mail from their University email accounts are responsible for ensuring that all information, including attachments, are transmitted in their entirety to the preferred account. Unawareness of officially sent email will not be accepted as a reason for failure to respond to or comply with any information contained within the message.

Students are expected to check email on a frequent and regular basis in order to stay current with University-related communications, recognizing that certain communications may be time-critical. It is recommended that email be checked at a minimum daily. Email quotas are enforced and therefore regular email management is required to minimize the possibility of delivery failures caused by these errors. Undeliverable messages caused by a full inbox or use of a filter will be considered delivered without further action required on the part of the University. The student will be held responsible for the information contained within these messages.