

Northeastern University Email

Northeastern University email should be used for the communication of specific, individual messages (which may include invitations to complete surveys). All use of email, including use for sensitive or confidential information, will be subject to and must be consistent with the Northeastern University Policy on Appropriate Use of Computer and Network Resources (<https://policies.northeastern.edu/policy700/>) and the Policy on Confidentiality of University Records and Information (<https://policies.northeastern.edu/policy702/>). Personal information will be handled in accordance with the applicable Northeastern privacy policy (<https://www.northeastern.edu/privacy-information/>). Email shall not be the sole method for notification of any legal action. A student's Northeastern email address generally is available for use for one year following the student's separation or departure from Northeastern.

ASSIGNMENT OF STUDENT EMAIL ADDRESSES

Northeastern University will assign all students an official Northeastern email address and will send email communications to this address. This official address is associated with a student's account and found in the directory of the university's email system. The university will not be responsible for the handling of email by outside vendors or by college/departmental servers. Students who redirect email from their Northeastern email account to another address are still responsible for all obligations associated with the official communication.

EXPECTATIONS REGARDING STUDENT USE OF EMAIL

Students are required to check their official Northeastern email address on a frequent and consistent basis in recognition that many communications may be time-critical. It is also the student's responsibility to maintain copies of all communications in such a way that they may be accessed by the student at a later date.

EDUCATIONAL USES OF EMAIL

Faculty who have email requirements and expectations are recommended to specify these requirements in their course syllabi and students are expected to be familiar with these requirements. Faculty will expect that students' official email addresses are being accessed and, therefore, faculty may use email and Canvas via the Student Hub for their courses accordingly.