

# **UIC JOHN MARSHALL LAW SCHOOL**



## **Email Policy**

UIC John Marshall Law School has established email as a primary vehicle for official communication with students, faculty and staff. Each registered student and active faculty and staff member is assigned an official Law School email address by Library Technology and Services (LTS) according to a naming convention regulated by LTS.

The Law School expects that students will receive and read email in a timely manner. Failure to receive and read Law School communications delivered to an official Law School email address in a timely manner does not absolve recipients from knowing and complying with the content of such communications.

By contacting the LTS Help Desk, students, faculty and staff may redirect their official Law School email address to another address, at their own risk. The Law School is not responsible for the handling of email by other service providers. Having email redirected does not absolve recipients from knowing and complying with the content of the communication sent to their official Law School email address.