

**TO:** Faculty and Staff

**FROM:** Dr. Caroline Chamberlin Hellman, Interim Special Assistant to the President

**DATE:** 21 August 2023

**RE:** Student Email Policy

Students who have designated a personal email address as “Preferred” in CUNYfirst may miss important communications from City Tech and CUNY, as a number of email providers block mass communications.

To address this situation and also promote a coordinated, consistent student communication strategy, **all communications with City Tech-enrolled students should be sent to and from campus email accounts.**

Exceptions will include communications with newly-enrolled students, recent graduates, students who have stopped out, and those who are not currently provided City Tech email accounts, such as CUNY BA and E-Permit students. Exceptions will also be made on a case-by-case basis for critical communications by student-facing administrative offices.

All students are alerted to and reminded of this policy at the beginning of each semester.

Faculty and staff can help promote and reinforce this policy by:

- A) Guiding students to use campus email for all college correspondence and academic activity
- B) Encouraging students to check City Tech email daily
- C) Using campus email accounts for all correspondence with students
- D) Stressing the importance of this policy as soon as classes begin

Please contact me at [caroline.hellman72@citytech.cuny.edu](mailto:caroline.hellman72@citytech.cuny.edu) with any questions. Thank you.