

Email Policy

Electronic Mail is a facility provided by the University to serve as a primary means of communication and improve education and administrative efficiency. All users are responsible for using this resource efficiently, principled, ethical, and lawful manner. Use of University Email Accounts evidences the user's agreement to be bound by this policy. If a University employee holds multiple University Email Accounts, the most stringent rules of this policy shall apply.

The University's policy is that only the Leighton-edu.us account be used for student academic and business electronic communications. All official electronic communication initiated by University's offices for students is sent to students' University email accounts. This applies to all students. Students must check their Leighton University Webmail often.