Third Class Bulk Rate Advertising Mail

For the handling and processing of University mail, the goal is to provide a reliable and prompt level of service at minimum cost. A major impediment to achieving this goal is the University’s rapidly increasing volume of unsolicited third class bulk rate advertising mail.

• The University will limit the distribution of third class bulk rate advertising mail (except to students living in the residence halls) to products and services which are required for internal purposes.

• Mail that is not delivered under this policy will be held for pickup at the Campus Mail Center.

• After a period of five (5) business days, all unclaimed third class bulk rate advertising mail will be returned to the U.S. Postal Service or discarded.

• Members of the University community who wish to receive delivery of the restricted types of third class bulk rate advertising mail will now need to ensure that this mail is sent to their home address.

(Signed) Robert J. Wagner

Senior Vice President for University Services