

# SOUTH DAKOTA BOARD OF REGENTS

## Policy Manual

**SUBJECT:** Student E-mail Accounts

**NUMBER:** 3:19

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The Board recognizes the need to provide students with timely access to important information regarding university business, to reduce the costs associated with the use of surface mail for the dissemination of information regarding university business, and to reduce the amount of paper used in conducting university business. E-mail will constitute an official form of communication between university students and university units (e.g., colleges, academic units, and student services units). By adopting this policy, the Board is ensuring that all students have reasonable access to electronic communications.

- A. Universities will assign a university unique email address to each student or may use the designated address assigned by the home institution. This account will provide both online identification and the official electronic-mail address for student communication.
- B. E-mail messages sent by universities to the university assigned student e-mail addresses will constitute an official means of communication. It is the student's responsibility and obligation to access official university e-mail messages in a timely manner.
- C. Students can check their e-mail by using their university issued e-mail accounts or by forwarding their e-mail to a system of their choice, if allowed by their home institution. If choosing the latter option, students will be responsible for keeping their forwarding information current. The university will have no obligation to track down returned mail due to a forwarding address that has expired or is incorrect for whatever reason. The university will only monitor returned e-mail coming from the university assigned e-mail account.
- D. Students will be responsible for maintaining and managing their university e-mail accounts to ensure timely response to notifications and that storage space allotment is not exceeded.
- E. Students that have not graduated and do not re-enroll for classes will be retained on the email system for a minimum of one semester. Those who were not enrolled in the previous semester will be retained in the e-mail system until after census date. Those who are no longer eligible to enroll will be purged from the email system. New email accounts will be assigned to students upon re-enrollment to the university.
- F. Each university shall have a written policy that governs the use of the student e-mail system. The policy will address communication with students by colleges, academic units, student services units, and other university organizations that plan to use the e-mail system to contact all or a subset of their university students. The policy will address appropriate approvals to screen and approve messages to be distributed. These policies will aim to ensure that

students do not receive a large number of messages and that only messages strictly related to official college or academic unit business will be distributed.

- G. Requests to communicate via email with all students must be approved by the president or those authorized by the president.

**SOURCE:** BOR, March 2006