

E-mail Policy

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E-mail is a critical mechanism for communication at the College. Its e-mail system and services are a privilege, not a right, and therefore must be used with respect and in accordance with the rules, regulations, and policies of the College.

Official Communication

Official e-mail communication is intended only to meet the academic and administrative needs of the College community. The College uses e-mail as the official means of communication with faculty, staff, and students. E-mail communication may include policy announcements, schedule changes, emergency notifications, financial aid, and billing data, college deadlines, important campus news, events and updates, and other information of a critical or timely nature. Faculty, staff, and students may not opt-out from receiving a College e-mail account or e-mail communications.

Purpose and Scope

The purpose of the e-mail communication policy is to establish an official mode of College communication with faculty, staff, and students. Each faculty, staff, and students have been provided with an .edu e-mail account for official College communication. Electronic and computing resources are the property of the college and shall be used for legitimate instructional, administrative, research, public service, and other approved purposes.

E-mail Account Responsibilities

Each College faculty and staff member receives an .edu e-mail account upon their hiring or enrollment. Personal e-mail accounts are prohibited from being used for official college e-mail communications. Students of the College are responsible for receiving and reading all College communication sent to them via their College assigned e-mail accounts in a timely fashion. Students have the responsibility to recognize that certain communications may be time-critical. E-mail automated forwarding to other e-mail accounts is not supported by the College. Only the College provided e-mail account is to be used when conducting College communication through e-mail. Failure to check for messages and failure to receive messages due to full mailboxes or auto-forwarded e-mail are not acceptable excuses for missing official College communications.

E-mail access is controlled through individual accounts and passwords. It is the responsibility of each user to protect the confidentiality of their account and password information, and be the only user of the account. E-mail access will be terminated when the e-mail account holder terminates his or her association with the College. This will normally occur within a 1-month period.