

Bemidji State University Policies

Policy Name: Student E-mail Policy	Effective Date:
Policy Owner: Provost and VPASA	Last Review: 5/1/17
	Next Review: 9/1/19

Policy Statement

Bemidji State University policy states administrative electronic mail communications between the University and University students shall be done using University assigned electronic mail addresses. It shall be the responsibility of each student to monitor the University assigned electronic mail account for communications from the University. This communication method is the recognized as the primary form of communication between the university and its' students. The policy also states that it shall be the responsibility of each student to monitor the University assigned electronic mail account for communications from the University.

Scope and Purpose of Policy

The scope of the policy includes all university students. The purpose of the policy is to identify a common method of communications between the university and the university students for the purpose of disseminating information in a timely and efficient manner.

Definitions

Electronic mails (emails) are defined as messages distributed by electronic means from one computer user to one or more recipients via a network.

Procedures

Student emails may be sent from any university office or university official to a student when there is a need to communicate with the individual student. All student email addresses are available on the university network. This is available to all BSU faculty, staff and students.

Rationale

The rationale for this policy is to establish an officially identified, common method of communications with students.

Supporting References

There are no supporting references.