

**Southern WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
SCP-**

**SUBJECT:** Email Established as an Official form of Communication

**REFERENCE:** None

**ORIGINATION:** February 3, 2012

**EFFECTIVE:**

**REVIEWED:**

**SECTION 1. PURPOSE**

- 1.1 To establish that Southern West Virginia Community and Technical College (Southern) campus email is an official method of communication between faculty, staff, and students and to ensure that email messages from the College directed to faculty, staff, and students are delivered and accessible to the intended recipient.

**SECTION 2. SCOPE AND APPLICABILITY**

- 2.1 This issuance applies to all constituents of Southern for whom a campus email account is provisioned, including but not limited to students, staff, faculty, and external entities.

**SECTION 3. DEFINITIONS**

- 3.1 Campus Email Account – an email account provided by the college (associated with a domain name owned and managed by the institution) and assigned for the exclusive use of one individual.
- 3.2 Campus Directory – the address book associated with the faculty/staff email system

**SECTION 4. POLICY**

- 4.1 Southern will utilize college-issued email accounts to convey college-related, critical, and/or time-sensitive information to faculty, staff, and students. In some instances, email communication may be the only means by which particular information is conveyed. Examples include, but are not limited to:
- 4.1.1 Announcement of policy or regulatory changes
  - 4.1.2 HR or employment-related notifications/deadlines
  - 4.1.3 Financial aid or registration notifications/deadlines

- 4.1.4 Class or work schedule changes
- 4.1.5 Inclement weather advisories/instructions
- 4.1.6 Mandatory meeting notifications
- 4.1.7 ANY other information deemed relevant and/or necessary to Southern community members
- 4.2 Email messages originating from the College or via automated campus or student information system processes will be sent exclusively to the campus email address.
- 4.3 College email distribution lists will ONLY be used to disseminate information directly related to the business of the College.
- 4.4 Students may configure their campus email account to forward College email to a preferred email address. Faculty and staff are expected to use the College provided email tools and are prohibited from forwarding email indiscriminately to an external email account. All messages contained within the College's email system are the property of the institution.
- 4.5 All official faculty and staff campus accounts will be maintained in the campus directory.
- 4.6 Email communication from Southern faculty/staff to students must originate from an official campus account.

## SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 None

## SECTION 6. GENERAL PROVISIONS

- 6.1 None

## SECTION 7. RESPONSIBILITIES AND PROCEDURES

- 7.1 Technology Services is responsible for the maintenance of the campus directory and campus email system, including the creation of accounts.
- 7.2 College business units must ensure that messages are appropriately addressed to campus email addresses.
- 7.3 Faculty, staff, and students must maintain their campus and/or preferred email address to ensure that they receive their mail.
- 7.4 Faculty, staff and students are responsible for responding to email notifications sent to their

official email account in a timely manner. Missed deadlines or other repercussions resulting from failed email forwarding or poor mailbox maintenance will NOT be excused.

#### SECTION 8. CANCELLATION

8.1 None

#### SECTION 9. REVIEW STATEMENT

9.1 This policy shall be reviewed on a regular basis with a time frame for review to be determined by the President or the President's designee. Upon such review, the President or President's designee may recommend to the Board that the policy be amended or repealed.

#### SECTION 10. SIGNATURES

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**Board of Governors, Chair** **Date**

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**President** **Date**

**Attachments:** None

**Distribution:** Board of Governors (12 members)  
www.southernwv.edu

**Revision Notes:** None