

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-7000**

SUBJECT: E-mail Established as an Official Form of Communication

REFERENCE: SIP-7000.A, *E-mail Procedures and Guideline Governing Distribution Lists*

ORIGINATION: February 3, 2012

EFFECTIVE: September 21, 2018

REVIEWED: April 27, 2018

SECTION 1. PURPOSE

- 1.1 To establish that Southern West Virginia Community and Technical College (Southern) campus e-mail is an official method of communication between, faculty, staff, and students, and to ensure that e-mail 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 e-mail account is provisioned, including but not limited to students, staff, faculty, and external entities.

SECTION 3. DEFINITIONS

- 3.1 Campus E-mail Account – an e-mail account provided by the College (associated with a domain name owned and managed by the institution, e.g., @southernwv.edu) and assigned for the exclusive use of one individual.
- 3.2 Campus Directory – the address book associated with the faculty/staff e-mail system.

SECTION 4. POLICY

- 4.1 Southern will utilize college-issued e-mail accounts to convey college-related, critical, and/or time sensitive information to faculty, staff, and students. In some instances, e-mail 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 Human Resources 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 the Southern community members.

- 4.2 E-mail messages originating from the College or via automated campus or student information system processes will be sent exclusively to the campus e-mail address.
- 4.3 College e-mail distribution lists will ONLY be used to disseminate information directly related to the business of the College.
- 4.4 Students may configure their campus e-mail account to forward College e-mail to a preferred e-mail address. Faculty and staff are expected to use the College provided e-mail tools and are prohibited from forwarding e-mail indiscriminately to an external e-mail account. All messages contained within the College's e-mail 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 E-mail communication from Southern faculty/staff to students must originate from an official campus account.
- 4.7 Authority to post messages to the e-mail distribution lists is limited to selected individuals in the President's Office, President's Cabinet, Information Technology, Human Resources, or their designee. These individuals and the guidelines for submitting e-mails to a college distribution list are outlined in the e-mail procedure, SIP-7000.A, *E-mail Procedures and Guideline Governing Distribution Lists*, located on the Southern Intranet Site.
- 4.8 Individuals may not use and build their own lists encompassing entire sectors of the campus community, (e.g., "all students," "all faculty," "all staff," etc.).

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 None.

SECTION 6. GENERAL PROVISIONS

- 6.1 None.

SECTION 7. RESPONSIBILITIES

- 7.1 Technology Services is responsible for the maintenance of the campus directory and campus e-mail system, including the creation of accounts.
- 7.2 College business units must ensure that messages are appropriately addressed to campus e-mail addresses.
- 7.3 Faculty, staff, and students must maintain their campus and/or preferred e-mail address to ensure that they receive their mail.
- 7.4 Faculty, staff, and students are responsible for responding to e-mail notifications sent to their official e-mail account in a timely manner. Missed deadlines or other repercussions resulting from failed e-mail 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

Board of Governors Chair **Date**

President **Date**

Attachments: None.

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

Revision Notes: February 3, 2012 – Policy originated.

 March 2017 – Policy reviewed with no recommended changes at this time.

 April 27, 2018 – Revisions include the addition of Sections 4.7 and 4.8 pertaining to e-mail distribution lists and authorization to post messages.