

## Email for University Communication

**Original Implementation:** January 28, 2003

**Last Revision:** April 12, 2016

Email is an official means of communication among university faculty, students, and staff members. Although email accounts are assigned to all prospective students at the time they apply for admission, they are not bound by this policy until they have been admitted to the university.

The following conditions apply to university email accounts:

1. Each person applying for admission to Stephen F. Austin State University (SFA) as a student will be assigned an email account. Each faculty or staff member hired by the university will be assigned an email account at the time the employment information is entered into the Human Resources system.
2. The assigned email account will be considered an official method of communication from university faculty and administrators to faculty, enrolled students, and staff members, either collectively or individually. All personnel and students are responsible for university email message content, even if they do not use the university system as their primary account.
3. Applicants' email accounts will be removed if they do not enroll at SFA. Enrolled students can keep their email accounts as long as they wish.
4. Faculty and staff email accounts will be deleted after 5 p.m. on the last day of employment.

**Cross Reference:** Use of Electronic Information Resources (16.32)

**Responsible for Implementation:** Provost and Vice President for Academic Affairs

**Contact for Revision:** Chief Information Officer

**Forms:** None

**Board Committee Assignment:** Academic and Student Affairs