Email for University Communication

Original Implementation: January 28, 2003
Last Revision: April 23, 2013

Email is an official means of communication among university faculty, admitted and/or attending 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. It is the responsibility of each faculty member, enrolled student, and staff member to check for and appropriately respond to all such email messages on a regular and frequent basis.
3. A student’s email account and forwarding information will be deleted on the 20th class day of the first long semester in which the student is not enrolled at SFA.
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: Provost and Vice President for Academic Affairs

Forms: None

Board Committee Assignment: Academic and Student Affairs