

Title/Subject: **ISSUANCE OF STUDENT EMAIL ACCOUNTS**

Applies to: faculty staff students student employees visitors contractors

Effective Date of This Revision: October 10, 2005

Contact for More Information: Office of Information Technology

Board Policy Administrative Policy Procedure Guideline

BACKGROUND AND PURPOSE:

CMU is very committed to increasing its interactions with students and improving strategies for conveying important information. This policy will enhance the ability of faculty and administrative offices to send official and course-related information to students via email with minimal barriers.

As CMU moves increasingly to electronic means of delivery for its official correspondence, it is important that the university be assured that students are receiving these communications. Although many students have email accounts external to the university, they do not reliably report these addresses to the university, and, as a result, these addresses do not satisfy the university's need for reliable delivery. The issuance of university-hosted email accounts to each student and the requirement that students monitor these accounts will satisfy this need.

POLICY:

Upon acceptance to CMU, each student will be issued a complimentary personal university email account (a "CMU account") for his/her use while enrolled at CMU. All official university correspondence will be directed to these CMU accounts, and it will be the student's responsibility to monitor this account regularly and to read all posted University correspondence. Students may use these CMU accounts as they wish, subject to restrictions of CMU's Acceptable Use Policy. In addition, students are reminded that some of the CMU-generated correspondence to these accounts will contain confidential information, and it is important that they keep their passwords as secure as possible and change it at least twice each year.

The university recognizes that a student may wish to forward mail issued to his/her CMU account to another email account hosted off-campus, and CMU's Office of Information Technology provides instructions for doing this through its Help Desk (989.774.3662). In the event that a student elects to forward email initially addressed to their CMU account, he/she still remains responsible for all important dates, events, billing deadlines, or other important forwarded information. In addition, CMU will not be held responsible for any breach of confidentiality that might occur while information is being forwarded to an off-campus location.

***Central Michigan University reserves the right to make exceptions, modify or eliminate this policy.
This document supersedes all previous policies, procedures and directives relative to this subject.***

Authority: M. Rao, President
History: No Prior History
Indexed as: Email; student email account; communications with students.