

NORTH HENNEPIN COMMUNITY COLLEGE

| | |
|--|--|
| Number: 5.31.1 | Name: Use of Email for Official Communication Procedure |
| Author: Landon Pirius | Custodian: Policy Committee |
| Effective Date: August 27, 2012 | Next Review Date: AY2015-2016 |
| Regulatory Authority: <ul style="list-style-type: none">• MnSCU Policy 5.22 and Procedure 5.22.1 Minnesota Statutes 43A.38, Subd.4 and 43.A39, Subd.2 | |

Part 1. Implementation of Official Email

Subpart A. Assignment of Email

North Hennepin Community College email accounts are assigned to all newly hired employees and to all admitted students. All employees shall access their college assigned email account weekly beginning on the first day of employment. All students shall activate their college assigned email account immediately upon registration and access that account weekly.

Subpart B. Expectations about Use of Email

Students and employees are expected to check their email minimally on a weekly basis, as certain communications may be time-sensitive. "I didn't check my email," error in forwarding mail, or email returned to the college with "Mailbox Full" or "User Unknown" are not acceptable excuses for missing official college communications. Students who are not enrolled and employees who are not scheduled to work are not expected to check their college assigned email account.

Subpart C. Redirecting of Email

The college's email service allows individuals to choose to have all messages sent to the North Hennepin email account forwarded to another email account. Any email communication sent by the college to the official North Hennepin email account is considered delivered. Students who wish to have their official North Hennepin email forwarded to an alternative account (e.g., Yahoo, Hotmail, Gmail, etc.) may do so at their own risk and assume all responsibility for ensuring the forwarding mechanism is accurate and continues to function. North Hennepin Community College is not responsible for the delivery or delay of delivery to a forwarded email account.

Students will retain all responsibility associated with official communications that are sent to their official North Hennepin student email account.

The college will not automatically forward employee email messages to another email account. Requests due to extraordinary circumstances must be submitted to the employee's immediate supervisor. The college will not be responsible nor provide Information Technology department support services for email services other than those provided by the college.

Part 2. Use of Official Email

Subpart A. Educational Uses of Email

Faculty may incorporate electronic forms of communication in their classes, and will specify their requirements in the course syllabus. Checking the North Hennepin email account will ensure that all students comply with email based course requirements specified by faculty.

Subpart B. College Use of Official Email

Official communications sent by the college are intended only to meet the academic and administrative needs of the campus community. The Chief Student Affairs Officer is responsible for overseeing the use of the North Hennepin student email service. For employees, only the Executive team, President's Leadership Team, or their designees have the authority to send official communications by email.

Part 3. Compliance with Related Policies

All messages sent using the North Hennepin email service must adhere to the college's Computer Usage and Electronic Transmission Policy, available on the college web site, MnSCU's Code of Conduct and Ethics, and Minnesota Statutes 43A.38, Subd. 4 and 43.A39, Subd.2, and the Family Educational Rights and Privacy Act of 1974, as amended.

| Review Action | Date(s) |
|----------------------------------|--|
| Campus Community Review Period | March 21, 2012 – April 4, 2012 |
| Shared Governance Council Review | May 25, 2012 |
| Labor/Management Meetings Review | MAPE April 5, 2012 MMA April 5, 2012 AFSCME April 26, 2012 |
| Student Senate Review | April 26, 2012 |
| President Approval | June 4, 2012 |
| Campus Community Dissemination | July 2012 |

History

- New procedure, adopted August 27, 2012