Policies of the University of North Texas	Chapter 7
14.001 Student E-Mail	**Student Affairs**

Policy Statement. The University of North Texas supports the use of electronic mail (e-mail) as an inexpensive, efficient, and widely used technology for communications between students, their friends, faculty members, and administrators on the UNT campus.

Application of Policy. Students

Definitions. None

Procedures and Responsibilities.

Because of e-mail's capability to disseminate messages to large numbers of students quickly, easily, and inexpensively, UNT has designated e-mail as an official form of communications between the University and students. Students are responsible for reading their e-mail frequently enough to receive important communications from the University.

UNT provides e-mail accounts to all students registered at the University with no special fee imposed for those accounts. Students are automatically assigned e-mail accounts and user ID's and are given computer storage space for a reasonable volume of mail. Although the user ID cannot be changed, the e-mail "alias" can be changed once to some combination of the student's first, middle, and last names.

Students can forward their mail from the UNT-provided mail service to a preferred account on some other e-mail service. Students are responsible for ensuring that any forwarding address they set is accurate and operational.

I. Bulk Student E-Mail System. In order to take advantage of the efficiency with which official messages can be transmitted via e-mail, UNT has implemented a bulk student e-mail system that allows designated university officials to send messages to selected groups of students enrolled at UNT. The system is limited to administrative uses, for official communications between the university and students. The rights to send messages from the bulk student e-mail system are granted only to certain administrators and faculty at UNT, generally the Chancellor, vice presidents, directors of student services, administrators in the Computing Center, deans, department chairs, and teaching faculty or the designated representatives of these individuals.

II. Appropriate Use of Postal Mail and/or E-Mail. The University official sending a message to students is responsible for determining its level of importance and for deciding whether to send it via postal mail or e-mail. Faculty members may make e-mail use a requirement in their classes by notifying students of that fact in course syllabi and may use e-mail alone for sending course requirements, schedule changes, and other course-related messages to students in their classes.

III. <u>Specific Procedures for Student and Bulk E-mail Systems</u>. Procedures for the implementation and use of the student e-mail system and the bulk e-mail system can be found in the procedures document at http://www.unt.edu/bulkmail/emailprocedures.htm.

References and Cross-references.

http://www.unt.edu/bulkmail/emailprocedures.htm

Approved: 2/2000
Effective:
Revised: 11/04*; 4/2011
*policy reviewed with no change