

### **Purpose of the General SUBR Email Policy**

Email is a universal service that has greatly enhanced communication both internally within the Southern University and A&M College community and externally to users, including prospective students, alumni, and the public at large. The purpose of the University's general email policy (TNS-POL-007) is to describe the appropriate use of University email facilities, associated responsibilities, and rights of all users of University email facilities and official Southern University and A&M College email accounts. This student email policy is a supplement to the University's general email policy.

### **Use of Email for Official SUBR Business**

The Southern University and A&M College email account (@subr.edu) is considered the official means for communicating University business to students. The University has the right to send communications to students, faculty and staff via email and the right to expect that those communications will be received and read in a timely fashion. Users are expected to read, and shall be presumed to have received and read, all official Southern University and A&M College email messages sent to their official University email accounts. Because the contents of such email are subject to laws governing public records, users will need to exercise judgment in sending content that may be deemed confidential. Furthermore, email transmissions may not be secure, and contents that are expected to remain confidential should not be communicated via e-mail. Common examples of confidential contents include student grades and information protected under Family Educational Rights and Privacy Act (FERPA) regulations.

### **Redirecting of SUBR Email**

If a student wishes to have email redirected from their official @subr.edu address to another email address (e.g., @gmail.com, @yahoo.com), they may do so, but at their own risk. Southern University and A&M College is not responsible for the handling of email by outside vendors or by departmental servers. Having email redirected does not excuse a student from the responsibilities associated with official communication sent to his or her @subr.edu account. For more information on forwarding email, please contact Technology and Network Services.

### **Expectations about Student Use of SUBR Email**

Students are expected to check their official Southern University and A&M College email on a frequent and consistent basis in order to stay current with University related communications. Students have the responsibility to recognize that certain communications may be time-critical. "I didn't check my email", error in forwarding mail, or email returned to the University with "Mailbox Full" or "User Unknown" are not acceptable excuses for missing official University communications via email.

### **Educational Uses of SUBR Email**

Faculty will determine how electronic forms of communication (e.g., email) will be used in their classes, and will specify their requirements in the course syllabus. This policy will ensure that all students will be able to comply with email-based course requirements specified by faculty. Faculty can therefore make the assumption that students' official @subr.edu accounts are being accessed and faculty can use email for their classes accordingly.