

Office/Contact: Division of Technology & Security
Source: SDBOR Policy 3.2.1; University Policy 3:1
Link: <https://public.powerdms.com/SDRegents/documents/1680622>;
<https://www.sdstate.edu/sites/default/files/Student%20Conduct%20Code.pdf>

SOUTH DAKOTA STATE UNIVERSITY
Policy and Procedure Manual

SUBJECT: Student Email Accounts
NUMBER: 3:8

1. Purpose

The SDBOR and the University recognize the need to provide University students with timely access to important information regarding University business, to reduce the costs associated with the use of surface mail for the dissemination of information regarding University business, and to reduce the amount of paper used in conducting University business. This policy implements SDBOR Policy 3.2.1 to ensure that all University students have reasonable access to electronic communications.

2. Policy

- a. As set forth in SDBOR Policy 3.2.1, e-mail constitutes the official form of communication between University students and University units (e.g., colleges, academic units, and student services units). It is the student's responsibility and obligation to access official University e-mail messages in a timely manner.
- b. University e-mail accounts will be assigned to all enrolled students. These accounts will provide both online identification and the official e-mail address for student communication.
 - i. New student e-mail accounts will be created following the student's enrollment at the University.
 - ii. E-mail addresses will typically follow the form: [Name]@jacks.sdstate.edu.
- c. Students will be responsible for maintaining and managing their University e-mail accounts to ensure

