



**Responsible University Administrator:** Vice Provost for Academic Affairs |  
**Responsible Officer:** Chief Information Officer |  
**Origination Date:** N/A  
**Current Revision Date:** 02/19/13  
**Next Review Date:** 02/19/17  
**End of Policy Date:** N/A  
**Policy Number:** ACAF-IT-013  
**Status:** Effective

## STUDENT EMAIL POLICY

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### Policy Statement

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It is recommended that an activation policy of the "@eagles.usm.edu" email address be implemented for all student accounts at the time of enrollment. The "@eagles.usm.edu" email address will remain active for a minimum of one year after a student leaves the university.

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### Reason for Policy/Purpose

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This policy is required for the effective communication of university guidelines for student email accounts at The University of Southern Mississippi.

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### Who Needs to Know This Policy

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All members of The University of Southern Miss community.

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### Website Address for this Policy

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[www.usm.edu/institutional-policies/policy-acaf-it-013](http://www.usm.edu/institutional-policies/policy-acaf-it-013)

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### Definitions

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university business

USM-Mailout, Emergency Alerts, Class information, Communication from teaching staff, business directly tied to The University of Southern Mississippi.

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### Policy/Procedures

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1.0 GUIDELINES

1.1. The dissemination of mass email to students at The University of Southern Mississippi will be restricted to university business. Authority to approve the distribution of email in this manner rests with university administration, including deans, department chairs, and directors.

1.2 Faculty will determine how 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. Therefore, faculty can make the assumption that students' official "@eagles.usm.edu" accounts are being accessed and faculty can use email for their classes accordingly.

1.3 The "@eagles.usm.edu" email address will be maintained in PeopleSoft as the Campus email address type.

## 2.0 PRIVACY

Extreme caution should be taken in using email to communicate confidential or sensitive information. Users should not assume that email is private and confidential.

## 3.0 EXPECTATIONS

Students are expected to check their email on a frequent and consistent basis in order to stay current with university communications. Students have the responsibility to recognize that certain communications may be time-critical. A student's failure to receive and read university communications in a timely manner does not absolve that student from knowing and complying with the content of such communications.

## 4.0 FORWARDING OF E-MAIL

Students may elect to "forward" (auto-forward) email sent to their university email address to another email address (e.g., @aol.com; @hotmail.com). However, students who forward email from their official university email address to another address do so at their own risk. If email is lost because of forwarding, it does not absolve the student from the responsibilities associated with communications sent to his or her official university email address.

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## **Review**

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The Chief Information Officer is responsible for the review of this policy every four years (or whenever circumstances require immediate review).

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## **Forms/Instructions**

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N/A

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## **Appendices**

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N/A

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## **Related Information**

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Information about the student email policy should be provided to students at Preview, and through the following University publications:

The Student Printz

The Student Handbook

The Class Schedule Guide

The Undergraduate Bulletin

The Graduate Bulletin

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## **History**

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1. 06/12/17: Outline structure modified slightly to accommodate HTML format.
2. 06/12/07: Posted to website.
3. 06/13/07: Changed formatting.
4. 04/23/08: Modified policies menu.
5. 11/01/11: Formatted for Institutional Policies website.
6. 02/19/13: Formatted for template. Policy section renumbered. Minor editing of punctuation and usage throughout

**Amendments:** Month, Day, Year – summary of changes

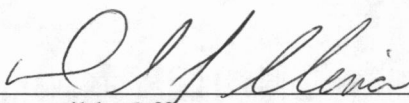
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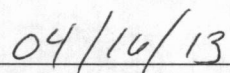
## Authorization

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STUDENT EMAIL POLICY  
ACAF-IT-000-013

As the Responsible Officer, I have reviewed this policy and believe it represents the current policy.

  
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Responsible Officer

  
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Date