

**DIN: 1110-1-01**  
**Title of Policy: Official Communication**

**Policy**

Each enrolled student and employee will be assigned a college email address, which will be used for official communications from and within the System and College. Individuals are responsible for accessing their email and are responsible for the contents of the messages. The College web site will also be a source of information, including the handbook, catalog, and calendar. Students are responsible for accessing these resources to get this information.

**Purpose**

To support communication for all NTC students and employees.

**Responsibility**

The table below describes responsibilities for this policy:

<b>Group/Individual</b>	<b>Responsibility</b>
Lead Academic Administrator	Ensure compliance with policy.
Faculty and Staff	Communicate and implement this policy.
Minnesota State IT Services	Assign institutional email address to each enrolled student and each employee.
Help Desk	Provide instruction in the use of email as requested. Respond to requests to fix email accounts that are not operating correctly.
Faculty, staff, enrolled students	Use email to send and receive communications. Access institutional email account regularly. Ensure that college communications are read.

**Supporting References**

Listed below are college document(s) that support this policy:

**Compliance References:**

Listed below are references to compliance requirements (e.g. Minnesota State policy, federal regulations).

The most current documentation is electronic; therefore, please discard printed copy after 24 hours. This does not apply to completed forms which are records.			
Document Number: 1110-1-01	Rev.	Page 1 of 1	Level #1
Title: Official Communication - Email			Implementation Date:
Approved: Dr. Hensrud	Date: 11/25/19	Check here if policy should appear in campus handbook:	<input checked="" type="checkbox"/>