



COMMONWEALTH UNIVERSITY OF PENNSYLVANIA

Student Use of University Assigned Email Accounts Policy

Policy Number: PRP 3408

Commonwealth University of Pennsylvania

Approved by University Senate, [Date of Approval]

Revised 6/20/24 by the IT Subcommittee

Responsible Office: University Office of Technology

1. Purpose

The University seeks to achieve effective and secure communication through school-provided email accounts to all students.

2. Scope

This policy applies to all students of Commonwealth University.

3. Definitions, Roles and Responsibilities

3.1. All students must utilize to the approved university email system for university related communications.

3.2. Roles and Responsibilities

3.2.1. The Office of Information Technology defines the approved university email system in consultation with the Information Technology Senate Subcommittee.

4. Policy

4.1. The University assigned email account shall be the primary means of official communication with all students at Commonwealth University. Students are responsible for all messages and attachments sent to them via their university assigned email account or posted to course management systems or websites. Students will not be able to forward their university assigned account to an alternate email account. This



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policy does not prohibit departments or offices from using other modes of communication in addition to university email at their discretion.

5. Procedures, Standards, and Guidelines

- 5.1 All student email will be retained for a maximum of one year, or until deleted by the user, thus important email or attachments should be backed up by the student elsewhere. Students are able to archive email or attachments, leveraging University technology, to save email to their personal devices or storage.

6 Compliance and Enforcement

- 6.1 Every University policy will undergo a regular review on a five-year cycle, with approximately 20% of the total policies inventory being reviewed each year.
- 6.2 All policy reviews will be conducted by the responsible Senate Committee to assure that the policy remains relevant and aligns with applicable federal and state laws and regulations, PASSHE Board of Governors policies, and other University policies, procedures, standards, or guidelines.

7. Additional Information

7.1.1. Supporting Documents

7.1.2. N/A

7.1.3. History

7.1.4. Originally Issued by Dr. James E. Mackin, Provost and Vice President for Academic Affairs, 9/2006

7.1.5. 2/1/2006 by Council of Trustees.

7.1.6. Revised - 6/20/24 by the IT Subcommittee

7.1.7. Next Review Date - 6/20/29

7.1.8. Related Policies



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7.1.9. N/A

7.1.10. Contacts for Additional Information and Reporting

[Office of Technology, Commonwealth University, Attn: Edward Keller,
ekeller@commonwealthu.edu, 570.389.3919]