

<b>SUBJECT:</b> Student E-mail Policy	<b>Effective Date:</b> 8-12-09	<b>Policy Number:</b> 4-010	
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	<b>Responsible Authority:</b> Vice Provost for Information Technologies and Resources		

**APPLICABILITY/ACCOUNTABILITY:**

This policy applies to all UCF students and to university employees who communicate with UCF students through electronic mail.

**POLICY STATEMENT:**

Electronic mail is a timely and effective means of communicating with students. All university employees and offices that use electronic mail to send official communications to students will use the students' Knights E-mail addresses.

**DEFINITIONS:**

**Knights E-mail.** The official university-provided student electronic mail service. Knights E-mail is operated on behalf of UCF by Microsoft Corporation.

**Student.** A person who has been admitted and indicated his or her intention to attend UCF.

**PROCEDURES:**

Each student will be instructed to create and use a Knights E-mail account ([name]@knights.ucf.edu) at no cost to the student. Knights E-mail accounts will be available to students from the time they matriculate to UCF, through and after graduation. Each student is responsible for all information sent to his or her Knights E-mail account and is expected to read his or her electronic mail on a frequent and regular basis. All university business processes that collect student e-mail addresses shall treat students' Knights E-mail addresses (user@knights.ucf.edu) as the official campus address.

RELATED DOCUMENTS:

4-006 *Broadcast Distribution of Electronic Mail* policy

INITIATING AUTHORITY: Provost and Executive Vice President

POLICY APPROVAL (For use by the Office of the President)	
Policy Number: 4-010	
Initiating Authority: <u>[Signature]</u>	Date: <u>8/28/09</u>
Policies and Procedures Review Committee Chair: <u>[Signature]</u>	Date: <u>8-25-09</u>
President or Designee: <u>[Signature]</u>	Date: <u>8/31/09</u>

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