



UNIVERSITY OF CENTRAL FLORIDA

Office of the President

SUBJECT: Student Email Policy	Effective Date: 1/10/2019	Policy Number: 4-010.1	
	Supersedes: 4-010	Page 1	Of 2
	Responsible Authority: Vice President for Information Technologies and Resources		

DATE OF INITIAL ADOPTION AND EFFECTIVE DATE 8/31/2009

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 Email addresses.

DEFINITIONS

Knights Email. The official university-provided student electronic mail service. Knights Email is operated on behalf of UCF by Microsoft Corporation using the Office 365 platform.

Student. A person who has been admitted and indicated an intention to attend UCF.

PROCEDURES

Each student will be required to create and use a Knights Email account ([name]@knights.ucf.edu) at no cost to the student. Knights Email accounts will be available to students from the time they matriculate to UCF, through graduation. After graduation, Knights Email will be available as long as the account remains active. Knights Email accounts are considered inactive if the account has not been accessed via login within an 18 month period. After 18 months with no login activity, the account will be inactivated and blocked from login. Accounts that have no log in activity and have been inactive for 3 years will be deleted. Each student is responsible for all information sent to their respective Knights Email account and is expected to read their electronic mail on a frequent and regular basis. All university business processes that collect student email addresses shall treat students' Knights Email addresses (user@knights.ucf.edu) as the official campus email address.

RELATED DOCUMENTS

UCF Policy 4-006.1 Broadcast Distribution of Electronic Mail
<https://policies.ucf.edu/>

INITIATING AUTHORITY Vice President for Information Technologies and Resources

POLICY APPROVAL (For use by the Office of the President)	
Policy Number: 4-010.1	
Initiating Authority: <u>Jell Nashman</u>	Date: <u>1-7-19</u>
University Policies and Procedures Committee Chair: <u>[Signature]</u>	Date: <u>12/17/18</u>
President or Designee: <u>Dale W. [Signature]</u>	Date: <u>1/10/19</u>