

# SOUTH DAKOTA BOARD OF REGENTS

## Policy Manual

**SUBJECT:** Institutional Requirements for Informing Students

**NUMBER:** 3.2.1

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### **A. PURPOSE**

Communication is an important tool for disseminating the system and university values and philosophy to its internal stakeholders. Internal communication is particularly vital in strengthening commitment and belonging among students. Therefore, the Board of Regents requires institutions to ensure students are reasonably informed through routine publications, such as student handbooks, guidelines, policies, and procedures which affect their presence on campus.

### **B. DEFINITIONS**

1. **Institution:** Defined as one of the six (6) public universities: Black Hills State University, Dakota State University, Northern State University, South Dakota School of Mines and Technology, South Dakota State University, and the University of South Dakota.
2. **Degree-Seeking Students:** Full-time or part-time students that have elected a major program of study.
3. **Student Home Institution:** The primary major institution will be the primary home for the student.
4. **Student Primary Email:** The email assigned by the home institution.

### **C. PRINCIPLES, EXPECTATIONS AND POLICY STATEMENTS**

1. Board of Regents Policy 1.1.1, 1.1.2, SDCL § 13-49 through § 13-53, and the South Dakota Constitution, Article XIV, Section 3 provides the authority to govern the university system.
2. The institutions shall provide efficient and effective communication mechanisms among students to promote the coherence and consistent flow of information, minimize communication breakdown, and promote the use of appropriate channels of communication.

### **D. BOR AND INSTITUTIONAL POLICY/PROCEDURE COMMUNICATIONS**

Each institution shall effectively utilize BOR policies and guidelines in addition to their own institutional policies and procedures. These shall be posted for all students to easily access and navigate.

## **E. EMAIL COMMUNICATIONS**

E-mail will constitute an official form of communication between students and institutional units (e.g., colleges, academic units, and student services units).

1. Institutions will assign a student primary email address to each student. The student primary email address shall be the student's home institution.
2. This student primary email account will provide both online identification and the official electronic-mail address for student communication.
3. E-mail messages sent by institutions to the assigned primary student e-mail addresses will constitute an official means of communication. It is the student's responsibility and obligation to access official student primary e-mail account messages in a timely manner.
4. Students can check their e-mail by using their institution-issued e-mail accounts.
5. Students may forward their student primary e-mail to a system of their choice if allowed by the institution. Students shall be responsible for maintaining their forwarding information current. The institution will have no obligation to track down returned mail due to a forwarding address that has expired or is incorrect for whatever reason.
6. Students will be responsible for maintaining and managing their student primary e-mail accounts to ensure timely response to notifications and that storage space allotment is not exceeded.
7. Degree-seeking students who have not graduated and do not re-enroll for classes will be retained on the email system for a minimum of one (1) semester.
8. Institutions shall have a written policy that governs the use of the student e-mail system. The policy will address communication with students by colleges, academic units, student services units, and other institutional organizations that plan to use the e-mail system to contact all or a subset of their students. The policy will address appropriate approvals to screen and approve messages to be distributed. These policies will aim to ensure that students do not receive many messages and that only messages strictly related to official college or academic unit business will be distributed.

## **F. EMERGENCY ALERT SYSTEM**

BOR Policy 7.3 governs the use of the emergency alert system. Student primary email will be used in the system by default. Students may elect to add their mobile phone number.

**FORMS / APPENDICES:**

None

**SOURCE:**

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