

ADMINISTRATIVE POLICY
STUDENT EMAIL

This policy pertains to students.

All Fox Valley Technical College students admitted to a program will receive an fvtc.edu domain email address. The FVTC email address is designated as the official communication vehicle to provide information to program students regarding registration for classes, business transactions, advising, campus activities, emergency procedures and closings, and other information needed to enhance the College experience. All non-program students will receive official email communications to their preferred email account.

This policy establishes the College's expectation that faculty and staff may routinely communicate important information to students via email. Students are responsible for reading College-related communications sent to their email account and therefore having knowledge of the information contained within those email communications.

FVTC students who are provided a College email account need to be aware of the following:

- Accounts will automatically be removed after three consecutive terms of no class activity. This includes students who graduate and do not take a class for three consecutive terms after graduation.
- Account properties are as follows:
 - The student email address is generated using the student's first name, last name, and last four digits of the student ID.
 - Students receive a notification when the mailbox is approaching capacity.
 - Students are prohibited from sending and receiving email when their mailbox is at capacity.
- Messages in the Junk Email Folder are automatically deleted after 30 days.
- Student email accounts may not use College-wide distribution lists, including the All Students email list.

In general, email is not appropriate for transmitting sensitive or confidential information unless it is matched by an appropriate level of security or permission. All use of email will be consistent with other College policies including the [Acceptable Use of Computers and Electronic Devices](#) policy. All use of email will also be consistent with local, state, and federal law, including the Family Educational Rights and Privacy Act (FERPA). For non-program students, the College is not responsible for the handling of email by outside vendors or unofficial servers.

Adopted: 10/18/06

Reviewed: 11/16/2021, 11/14/2024

Revised: 11/14/2024