



5.22.4 Faculty, Staff, Student Email Procedures

Purpose: Central Lakes College has designated the college-issued email account as the official method of communication with students regarding academic, student service, or administrative topics. Central Lakes College may also send students text messages that do not contain nonpublic data. Students can opt out of text messages at any time by texting STOP.

The intent is to limit the types of emails and texts the College sends to students to official business. The College may still disseminate official notices via other methods. This policy is not intended to prohibit students from communicating with CLC via any other email accounts.

College Obligations

1. The College shall use the college-issued email account to communicate with students officially. The College may also use text messaging to communicate with students, provided those texts do not contain nonpublic data. Faculty are strongly encouraged to include this information in their course syllabi and share it with their students.
2. The College shall provide students with on-campus access to computers with internet capabilities.
3. The College shall not lease or sell student email addresses or phone numbers.
4. The College shall proactively block unsolicited, bulk email messages to college-issued email accounts.

Email Assignment and Maintenance

1. Upon initial registration, all students shall be assigned an official CLC email account.
2. If a student has not registered for classes for three consecutive semesters, the student's email account will be deleted.
3. The College will use phone numbers provided by students during the application process or student-initiated updates to text students. Students can opt out of receiving CLC text messages by texting STOP at any time.

Student Obligations

1. Students are responsible for reading and responding to official college notices.
2. Students are responsible for complying with the appropriate use of email per MinnState Board Policy 5.22.1, Acceptable Use of Computers and Information Technology Resources, and Central Lakes College Student Conduct Code.
3. Students are expected to check their email frequently and consistently to stay current with college-related communications.
4. Students have the responsibility to recognize that certain communications may be time-

critical. For example, “I didn’t check my email,” errors in forwarding mail, or emails returned to the College with “mailbox full” or “User Unknown” are examples of unacceptable reasons for missing official College email communications.

5. Upon registration, students will be provided information on how to access their CLC email.

6. Students are responsible for opting out of receiving text messages by replying STOP.

For Minnesota State Colleges and Universities (MinnState), policies and procedures go to <https://www.minnstate.edu/board/policy/index.html>

Date of Implementation/Presidential Approval: 3/30/2009

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