**Chapter 2: Students**

**Student Email**

Adoption: 10/4/05  
Revised: 11/13/2023  
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Executive Team Approved: 11/9/2023  
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Authority: Hennepin Technical College  
Custodian of Policy: Chief Information Officer

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**POLICY STATEMENT**

Hennepin Technical College (HTC) will make available to all students, the use of official student email account to facilitate more efficient and effective communication. Institutionally managed email will be deemed the official means of communication between the college and students.

This policy is intended to guide the appropriate use of student email, in particular those messages sent from Hennepin Technical College to students. Students may choose to use their campus-issued email accounts more broadly than prescribed by these guidelines.