

BRANDON UNIVERSITY
Administrative Policy on
Access to Students' E-mail Addresses

Brandon University provides each entering student with an e-mail address to facilitate communication about University business. These addresses are also available to students for personal correspondence.

Access to students' Brandon University e-mail addresses shall be governed by the following regulations:

1. General Mailing List (BU_STUDENTS)

Access to the general mailing list of all students shall normally be limited to Deans, Directors, and the President of the Brandon University Students' Union. The Vice-President (Administration & Finance) shall determine and maintain a record of those who may access this list.

2. Individual Student Brandon University Addresses

Access to the e-mail address of individual students shall normally be limited to instructors who may request the e-mail addresses of students currently enrolled in their courses. Requests for access shall be directed to the Registrar who shall maintain a record of such requests.

Access to the private e-mail addresses of individual students is governed by the Student Records policy and can be made available to University personnel only by, or with the written permission of, the student.

Approved by the President's Advisory Group
January 12, 2000