



## Ohio Administrative Code

### Rule 3342-9-02.2 Administrative policy regarding electronic communications for students.

Effective: August 30, 2025

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(A) Purpose. To establish guidelines for the provisioning, use, maintenance, and closure of student email accounts.

(B) Scope. This policy applies to all individuals who have been accepted for admission, and enrolled students.

#### (C) Procedures

(1) A university email account will be provisioned for each student upon acceptance to the university. Students will receive information regarding access to and use of the account as part of their onboarding process.

(2) Email is the official university means of electronic communication.

(3) The student email account is intended primarily for:

(a) Receiving official communications from the University.

(b) Corresponding with faculty, advisors, and administrative offices regarding academic and administrative matters.

(c) Participating in academic coursework and university-sponsored activities.

(4) The email account will remain active during the admissions process and through the student's period of enrollment at the university.

(5) The university will maintain the email account for a period of up to two years post-graduation or post discontinuance of coursework. After this two-year period, the email account and all associated



data may be permanently deleted.

(6) Former students may request closure of their university email account at any time after graduation or withdrawal by submitting a formal request in writing to [security@kent.edu](mailto:security@kent.edu).

(7) Mass and targeted electronic communication. The distribution of mass communication to all students or targeted communication to a specific subset of students shall be restricted to Kent state university departments and university partners for university business. External requests will not be honored.

(8) Educational uses of email. Faculty may determine how email and other electronic communications will be used in their classes and it is recommended that faculty expectations of all electronic communication requirements be specified in their course syllabus. Faculty should expect that students are accessing official electronic communications and should use such communications for their courses accordingly.

#### (D) Responsibilities

(1) Students are responsible for adhering to rules 3342-9.02 and 3342-9.02-1 of the Administrative Code.

(2) The university may also use other forms of electronic communication, including but not limited to text-messaging, information portals, and messaging tools in learning management systems. It is expected that students will review all messages sent to their university assigned email account on a regular and timely basis. The university cannot guarantee that messages sent to their assigned email account will be forwarded to third party platforms (e.g. personal email accounts).

(E) Implementation. The vice president for information technology shall be responsible for the implementation of this policy.