University Email

UNIVERSITY POLICY #080

Authority:
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Effective Date: March 17, 2026
Revision History: None
President's Signature: On File

SECTION 1: Purpose and Scope

1.1 **Purpose:** This policy outlines the proper use and management of university-issued email accounts and outlines the acceptable and responsible use of the West Liberty University email system (including but not limited to official university email accounts, mailing lists, and any other email services provided or managed by the University). The purpose of this policy is to ensure the efficient, secure, and ethical use of university email resources, to protect the University's reputation and legal interests, and to foster a professional and respectful communication environment.

1.2 **Scope:** This policy applies to all users of the West Liberty University email system, including but not limited to:

1.2.1 Students

1.2.2 Faculty

1.2.3 Staff

1.2.4 Board of Governors Trustees

1.2.5 Volunteers

1.2.6 Emeritus/Emerita Appointees

1.2.7 Alumni

1.2.8 West Liberty University Foundation Employees

1.2.9 Affiliate Faculty

1.2.10 Contractors and Third-Party Account Holders

This Policy applies to all active Authorized Users for whom University supplies an email account.

The University, in accordance with University Policy #50, Acceptable Use, stipulates that for all WLU IT resources, personal use, except for enrolled students, should be incidental

and kept to a minimum. The policy also defines other prohibited activities that apply to email and should be understood and adhered to by all users.

SECTION 2: Access to Email

2.1 The University owns and administers the email system and infrastructure. Email communications created or stored within the system may be subject to institutional monitoring or access under applicable laws and University policies. While the University does not routinely monitor email, users should understand that communications may be monitored or accessed under limited, defined circumstances:

2.1.1 When there is reasonable suspicion of a violation of this or other University policies.

2.1.2 When required by law or legal process (e.g., subpoena).

2.1.3 When necessary to protect the security, integrity, or functionality of the University email system.

2.1.4 When necessary to investigate allegations of misconduct or illegal activity.

2.1.5 With the user's consent.

2.2 Any monitoring or access will be conducted in accordance with applicable laws and University policies.

SECTION 3: Email Domains

3.1 Faculty, staff, students, alumni, Board of Governors Trustees, West Liberty University Foundation employees, and emeritus appointees will use email addresses under the domain: **@westliberty.edu**.

3.2 Retired employees, at their request, are eligible for continued email services and will be issued a new account in the **@hilltopper.westliberty.edu** domain. The data in their employee account will not be transferred to their new account.

SECTION 4: Account Creation, Retention, and Termination

4.1 **Students:** Student accounts will be created when applicants are accepted to the University to facilitate communication with prospective students.

4.1.1 An annual review will be undertaken by the IT department to uncover email accounts that were created for applicants who did not register for classes and those accounts will be deleted.

4.1.2 Students who leave the University will have their accounts suspended for a period of 1-year. If the student does not return within that year, those accounts will be deleted after the 1-year period.

4.1.3 Student workers are permitted to use their student email account for work related communication.

4.2 **Alumni:** Graduated students will retain access to their university email accounts for one (1) year following their official graduation date. After this period, the account will be deactivated, and all associated data will be deleted.

4.3 **Faculty:** Faculty email accounts will be activated 60 days prior to their contractual start to allow for new faculty to prepare for their class schedules. During the 60-day period, faculty will be classified as Affiliate Faculty. University email accounts will be terminated at close of business on the last day of employment. No further access will be granted beyond this date without a documented relationship with the University, which may take the form of: Approved Volunteer Status or Approved Affiliate Faculty Status.

The appropriate form must be submitted to the Information Technology Director and approved prior to access being granted beyond the final day of employment.

4.4 **Staff:** Staff email accounts will be activated on the first day of employment by the University. Accounts will be terminated at close of business on the last day of employment. No further access will be granted beyond this date without a documented relationship with the University, which may take the form of: Approved Volunteer Status.

4.4.1 If a staff member enrolls at the University as a student, a student email account will be created for communication as a student and the individual will be responsible for keeping the messaging separate. Should the individual leave the employment of the University, the employee's email account access will be removed. The student email account will remain active, subject to the stipulations in Section 4.1.

4.4.2 At the discretion of a business unit leader (Cabinet Member, Director, Dean, etc.), email accounts for employees that leave the employment of the University can be re-directed to another employee to ensure that the business of the University continues uninterrupted.

4.5 **Emeritus/Emerita Faculty and Staff:** Those achieving Emeritus or Emerita status will retain their WLU employee email accounts for the remainder of their natural lives.

4.6 **Retirees:** Retired faculty and staff may request a new email account in the **@hilltopper.westliberty.edu** domain. Retirees will not have access to data, emails, or files stored within their previous employee email accounts.

4.7 **West Liberty Foundation Employees:** West Liberty University Foundation employees' email access will be terminated on the final day of their employment with the Foundation.

4.8 **Volunteers, Vendors, and Affiliate Faculty:**

4.8.1 Volunteers can be eligible for a University email account upon completion and approval of Voluntary Service Approval Form.

4.8.2 Vendors--with a technical need for a university account--can be approved for an account with the approval of the Information Technology Director.

4.8.3 Any Affiliate Faculty approved by the Provost is eligible for a university account.

SECTION 5: Storage Quota

5.1 The following storage quotas will be applied to university issued email accounts:

5.1.1 Student accounts: 25GB

5.1.2 Emeritus/Emerita accounts: 25GB

5.1.3 Retired accounts: 25GB

5.1.4 Volunteer & Vendor accounts: 25GB

5.1.5 Staff, Faculty, Affiliated Faculty, Board of Governors Trustees, & Foundation accounts: 100GB

5.2 Users are responsible for managing their mailbox to stay within quota limits. Exceeding the quota may result in restricted functionality. For example, the inability to send or receive messages or upload documents.

SECTION 6: Use of Email for Official Communication

6.1 **Primary Channel:** University-issued email accounts are the official means of communication for all academic, administrative, and operational matters. Employees are expected to use their university email accounts for all work-related correspondence. Students should use their email accounts for academic related correspondence.

6.2 **Prohibited Use of Personal Accounts:** Employees must not use personal email accounts to conduct university business or communicate sensitive university information.

SECTION 7: Acceptable Use

7.1 All users must comply with university IT policies regarding responsible and ethical use of email services.

7.2 **Personal Use Restrictions:** University-issued email accounts are intended for official university business. Employees must not use their university email accounts to register for or manage personal services such as banking, credit cards, utilities, social media accounts, or other non-university-related activities.

7.3 **Prohibited Activities:** Users must not use university email accounts for:

7.3.1 Sending unsolicited bulk messages (spam)

7.3.2 Harassing or threatening communications

7.3.4 Sharing confidential or sensitive university data without authorization

7.3.5 Conducting personal business or commercial activities.

7.4 **Compliance:** All users are expected to understand and adhere to University Policy #50, Acceptable Use Policy.

SECTION 8: Security and Privacy

8.1 The university reserves the right to monitor, suspend, or terminate email accounts in cases of policy violations or security concerns. Users are responsible for safeguarding their credentials and adhering to best practices for cybersecurity.

SECTION 9: Policy Enforcement

9.1 Violations of this policy may result in disciplinary action, up to and including termination of access, referral to university administration, or legal action as applicable.