



1207.1 – Official Communication

Purpose:

This procedure operationalizes Bismarck State College Policy 1207.1 by outlining expectations and requirements for the use of official email communications by students and employees.

Procedure:

BSC Email – Official Communication

1. All BSC employees and students are issued a North Dakota University System (NDUS) account (which includes, but is not limited to, email). Official communications from BSC are sent via email to this account.
2. Students and employees are expected to monitor their official email accounts regularly to remain informed of academic, administrative, and operational communications. Certain communications may be time-sensitive.
3. Failure to regularly review official email communications does not exempt students or employees from complying with the information, directives, or deadlines contained within those communications.
4. Students and employees must promptly report any technical issues related to accessing or using their official NDUS account to the BSC Information Technology Services (ITS) Service Desk.
5. To protect privacy, ensure message authenticity, and maintain institutional records, communications between BSC parties are expected to be conducted using official NDUS accounts.
6. When conducting or representing official BSC business through email, students and employees are required to use their assigned NDUS email address.
7. Official BSC accounts may not be used to conduct personal or non-college-related business.
8. Use of NDUS account resources must comply with applicable federal, state, and local laws, as well as NDUS and BSC policies, including the Use of Computer and Network Facilities Policy (Policy 1901.2).
9. BSC is not responsible for the security, retention, or handling of emails processed through external vendors or non-NDUS servers. Redirecting official email to external, non-NDUS accounts is prohibited.
10. Email messages redirected to non-official email accounts remain subject to North Dakota public records laws (NDCC Chapter 44-04), regardless of where the message is



stored. Individuals must comply with public records requests and requests made by NDUS or BSC.

Supplemental BSC Communication Methods

To promote secure, consistent, and professional communication, BSC employees are expected to use NDUS-approved communication platforms, including but not limited to:

- BSC Email
- Microsoft Teams (messaging and calling)
- Avaya Phone System
- Blackboard Messaging
- College-issued mobile devices

Use of personal communication tools or non-NDUS platforms must remain compliant with institutional policies, FERPA requirements, records retention obligations, and documentation standards.

References:

[SBHE Policy: 1200 Consolidated IT Services](#)

[BSC Policy: 1901.2 Use of Computer and Network Facilities](#)

[BSC Policy Procedure: 1901.2 Use of Computer and Network Facilities](#)

[N.D.C.C. Ch. 15-10-44.1 North Dakota State Board of Higher Education](#)

[N.D.C.C. Ch. 44-04 North Dakota Open Records](#)

History of This Policy Procedure:

First policy reviewed and approved by Campus Council on September 9, 2023. Reviewed by the Executive Council on September 9th, 2023, and approved by the President on October 5th, 2023. Reviewed (non-substantive changes) and approved by the Executive VP on February 18th, 2025.

Reviewed and approved by BSC President, Brian Kalk on May 28th, 2026.