

1207.1 – Official Communication

Purpose:

The Email Policy designates email as the official communication method for students and employees. The policy will fulfill the North Dakota State Board of Higher Education (ND SBHE) Policy 1200, section 3. North Dakota University System (NDUS) Procedure 1200.1. North Dakota Century Code NDCC15-10-44.1.

Policy:

Bismarck State College (BSC) has established email as the official means of communication with students and employees. BSC exercises the right to send email communications to meet the academic and administrative needs of the campus. Anyone with a BSC email account is expected to check that account on a frequent and consistent basis. Failure to read and respond to messages in a timely manner does not absolve the recipient from knowing and complying with the content of the communication.

Definitions:

Official email address – an email address assigned to an individual by the North Dakota University System.

Official email communication – An email message regarding official Bismarck State College business sent from an NDUS employee or student.

Redirect email – Email redirected or forwarded from an official email address to an address not issued by the North Dakota University System.

References:

[NDCC 15-10-44.1](#)

[SBHE Policy 1200 Information Technology](#)

[NDUS Procedure 1200.1 Consolidated IT Services](#)

History of This Policy:

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