

## **Policy: 3.12**

### **Student Communication**

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#### **Purpose**

To effectively communicate official information to Kansas City Kansas Community College (KCKCC) students.

#### **Definitions**

Official communication – Official communication at KCKCC includes but is not limited to notices such as closures; enrollment, financial aid, and billing information; and policy announcements.

Instructional communication – Instructional communication at KCKCC includes messages sent between instructors and enrolled students.

#### **Policy Statement**

Students are assigned an official College email address upon admission to the College. The student will receive notice of the account creation to the email address supplied on their application for admission. Upon receipt of the notification, it is the student's responsibility to activate the account.

The College and employees will send communications to students via the College email system as the primary form of official communication, and it is expected that students will read and be accountable for acting on information in these communications via the College email system in a timely manner. Students must recognize that certain communications may be time-sensitive, and they should monitor their student email account frequently.

The College retains the right to send official communication via traditional methods such as, but not limited to, postal mail.

For instructional communication with students about enrolled coursework, instructional communication will be sent through the College's learning management system as indicated on the course syllabus.

All students using any of the College's information resources, including email, must adhere to the KCKCC Computer/Net Usage policy. Willful or intentional violations of this policy are considered to be misconduct under relevant provisions of the Student Code of Conduct.

Reference: Policy 1.01 Computer/Net Usage

Board Approved: 11/14/2023