

Policy Title:	Email – Students		
Category:	<input type="checkbox"/> Institutional - Board	<input checked="" type="checkbox"/> Academic - Administrative	
	<input type="checkbox"/> Institutional - Administrative	<input type="checkbox"/> Employment - Administrative	
Approved by:	<input type="checkbox"/> Board	<input checked="" type="checkbox"/> President	
Date approved:	June 29, 2017	Effective date:	June 29, 2017
Policy Sponsor:	Vice President, Academic	Date last reviewed:	June 29, 2017
Date of Mandatory Review (expiry date)	May 2022	Date of last revision of Procedures	N/A

1 POLICY

Only CMCC account email will be considered to be validly sent or received by students.

1. It is the obligation of all students to:
 - a. use only their authorized CMCC email account when communicating with faculty and staff, and
 - b. regularly check their CMCC email accounts.
2. Receipt of CMCC email will be deemed to take place three business days after the successful posting of the email.
3. Students will adhere to the following standards for adding a signature line to their CMCC email:
 - a. Student email signatures can only contain a current academic credential from an accredited institution, e.g., “BKin”.
 - b. Students may not use the term “Graduate: Class of ‘(--)’”.
 - c. Students may not list any qualifications earned through Continuing Education.
 - d. Students’ Council executive members may use their elected position.
 - e. Only regulated professional designations or affiliations may be listed.
4. If students choose to forward their CMCC email to other non-CMCC email addresses such as those provided by Hotmail, Yahoo, Shaw, Telus, etc., they do so at their own risk.

2 PURPOSE

To establish the protocols for use of emails by students.

3 SCOPE

All students.

4 INFORMATION AND COMPLIANCE PLANS (not a comprehensive list)

CMCC has established an institutional email system for use by students, faculty and staff. The system is used regularly to provide and receive information and documentation among all constituencies of the institution.

Email is not the only method of communication. Additional communication methods shall continue to apply as otherwise provided for in any other CMCC policy or publication.

5 RELATED POLICIES (not a comprehensive list)

- Computing and Information Technology Use

6 DEFINITIONS

Business days are Monday through Friday (except holidays).

New Policy Approved (date):

Email Policy–Part A–Students - June 28, 2007

Policy Revision History (dates):

Email Policy – Students, May 27, 2010

Email – Students – June 29, 2017

-----END OF POLICY-----

7 PROCEDURES

N/A

New Procedure (date):

Procedure Revision History (dates):

8 ATTACHMENTS

None