

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:	February 29, 2024	Effective date:	February 29, 2024
Policy Sponsor:	Dean, Undergraduate and Graduate Education	Date last reviewed:	February 29, 2024
Date of Mandatory Review (expiry date):	February 2029	Date of last revision of Procedures:	N/A

1. POLICY

CMCC email accounts are to be considered the primary tool used throughout CMCC for written communication and includes Canvas announcements and notifications sent by faculty, delivered via CMCC email.

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 within 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 Gmail, iCloud, 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.

- Chiropractic Act, 1991, S.O. 1991, c. 21

5. RELATED POLICIES (not a comprehensive list)

- Code of Conduct
- Computing and Information Technology Use
- Discipline – Students
- Student Code of Conduct: Regulated Practice

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 February 29, 2024

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

7. PROCEDURES

N/A

New Procedure Approved (date):	N/A
Procedure Revision History (dates):	N/A

8. ATTACHMENTS

None.