



POLICIES & GUIDELINES

Name: **Student E-mail Policy**

Originating Department: Student Services

Responsibility: Registrar

Revision Date(s): None

Effective Date: [Publish Date]

1. PURPOSE

Determining where to send official communication to students can be challenging. Expanding reliance on electronic communication among students, faculty, and administration, coupled with the convenience, speed, cost-effectiveness and environmental advantages of using electronic communication, make e-mail an effective and efficient means by which to communicate with students enrolled at Cape Breton University.

2. SCOPE

This policy applies to all students registered at Cape Breton University.

3. POLICY STATEMENT

All Students will be assigned an official @webmail.cbu.ca e-mail address upon acceptance at the University. Once assigned, this address will be used as the official means of communication with students regarding academic and administrative matters. The address will remain in effect while the student remains enrolled at CBU and for a twelve month period following the last term in which a student was registered.

4. ADMINISTRATIVE MATTERS.

Students will be assigned a CBU e-mail address at the time of acceptance at the university. This address will be entered automatically in the Student Information System as the primary e-mail address. It will be the address to which all communications to students will be sent.

- It is the responsibility of each student to monitor his / her CBU e-mail account. Failure to monitor the account does not relieve the student of responsibility to meet his / her obligations as they are communicated by CBU through the CBU e-mail account.
- CBU will consider official all communications received from students via their CBU e-mail account, for example, students could send changes of address, program change requests, or order transcripts their CBU addresses.
- If communications is received from the student through another address, the message will be returned with a request it be sent through the student's CBU e-mail account.
- Any redirection of e-mail will be at the student's own risk.
- Each student is expected to check her or his official e-mail address frequently in order to stay current with CBU communications.
- Use of student e-mail is subject to the CBU Information Technology Usage Policy, which outlines acceptable use of CBU technology. A full copy of the policy may be found on the CBU web site under Information Technology Services. Failure to comply with this policy may result in fines, access privileges being revoked or restricted and disciplinary action up to and including dismissal depending on the severity and nature of the act.