

<b>Student Email Policy</b>	Policy Number	8.5
	Effective Date	June 20, 2018

**1.0 POLICY & PURPOSE**



It is the policy of the Board of Trustees of Laramie County Community College (LCCC) to ensure orderly operations and to provide a positive work and learning environment. Toward that end, the College provides every student appropriate email accounts for their academic and College business interactions. Email accounts provided by the College enable secure and predictable avenues for communication among members of the College community with all students.

**2.0 REVISION HISTORY**

Adopted on: 6/20/18

**3.0 PERSONS AFFECTED**

This policy applies to all students of Laramie County Community College who are enrolled in credit-bearing courses and access or use the College's email system. Laramie County Community College encompasses Cheyenne Campus, Albany County Campus, Pine Bluffs Outreach, and LCCC's presence on Warren Air Force Base.

REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s)	Information Technology Governance Committee Chad Marley, Chief Technology Officer	5/9/17
Approval by President's Cabinet		3/27/18
Approval by President (Signature)		4/20/18
Approval by Trustees (Signature)		6/20/18