CIU | Columbia International University

Policy Number	704.000
Policy Title	IT RETENTION OF FORMER STUDENT EMAIL AND LAB ACCOUNTS
Responsible Officer	Vice President, Information Technology
Responsible Office	Information Technology Services
Summary	This policy is for retaining or purging of student email and computer lab accounts after graduation. Email accounts are retained as long as they are actively being used. Computer lab accounts are purged to ensure that technology resources are adequately available for enrolled student and course needs.

This policy combines two previous policies: Retention of Student Email Accounts for Alumni, and Annual Student Lab Account Purge |
| Definitions | |
| Approving Body | Email: Registrar's Office, Student Life, Alumni, Information Technology departments
Lab Accounts: Information Security Review Committee
Academic Council; Administrative Council |
| Approval Date | Email: March 8, 2016
Lab Accounts: March 1, 2015
Academic Council: July 10, 2017; Administrative Council: May 8, 2017 |
Last Revision	May 3, 2017
Re-evaluation Date	Fall 2022
Departmental Impact	All CIU Students

Failure to follow the following policy may result in disciplinary action, including termination of employment.

Policy

Students who are enrolled for summer or fall courses and have paid associated technology fees will retain lab accounts for the year. Lab accounts will be purged for students who are no longer enrolled at CIU. Purging of lab accounts will be done annually in May after spring graduation. If users experience problems accessing the lab computers on campus, they should contact IT Support at 803-807-5147.

MyCIU and @mailbox.ciu.edu accounts will not be impacted by this annual purging of computer lab accounts. Students are allowed to keep their @mailbox.ciu.edu email accounts after graduation as long as they actively use it. On an annual basis, Corporate IT will perform a review of all email accounts that have not been logged into within a 12 month period. Email accounts that have not been actively logged into within a 12 month period will be disabled. Upon re-enrollment of an alumnus or a non-alumnus beyond the 12 month inactivity period, the student's email account (@mailbox.ciu.edu) will be re-enabled. For more information, review the Student Technology Handbook available at my.ciu.edu/scc or refer to the Retention of Student Email Accounts policy.

Rationale

Computer lab accounts are purged to ensure that technology resources are adequately available for enrolled student and course needs.

As spam/spoofing proliferate email systems, annual purging of inactive accounts serves as a method to reduce the threat of spam and spoofing.

Enforcement

Not applicable.

Hyperlinks
www.ciu.edu/policy