

<b>Policy Number</b>	704.002
<b>Policy Title</b>	Retention of Former Student Email and Lab Accounts
<b>Responsible Officers</b>	Vice President, Information Technology
<b>Responsible Offices</b>	Information Technology Services
<b>Summary</b>	<p>This policy is for retaining or purging student email and computer lab accounts after graduation. Student email accounts are retained, for a period after graduation. Computer lab accounts are purged to ensure that technology resources are available for enrolled students and course needs.</p> <p>This policy combines two previous policies: Retention of Student Email Accounts for Alumni, and Annual Student Lab Account Purge</p>
<b>Definitions</b>	<p><i>Computer Resources</i>-Hardware and software components associated with the CIU network infrastructure to include telephones, PCs, printers, faxes, scanners, servers, switches, routers, cabling, fiber, etc.</p> <p><i>Disable</i>-The act of deactivating a login account to prevent access to systems or information.</p>
<b>Approving Body</b>	Email: Registrar's Office, Student Life, Alumni, Information Technology departments Lab Accounts: Information Security Review Committee
<b>Approval Date</b>	Email: March 8, 2016 Lab Accounts: March 1, 2015
<b>Last Revision</b>	August 12, 2022
<b>Renewed</b>	Aca C (03.08.2024); Admin C (02.21.2024)
<b>Re-evaluation Date</b>	Fall 2026
<b>Departmental Impact</b>	All CIU Students, Alumni Office, and Registrar's Office

*Failure to follow the following policy may result in disciplinary action.*

**Policy**

Student email accounts will be disabled one (1) year after their graduation or when they disenroll from their academic program. Login to lab computers is disabled for graduated and disenrolled students within thirty (30) days of their graduation or disenrollment. For questions regarding student emails and lab accounts, contact the IT Help Desk at 803-807-5199.

For more information, review the [Student Technology Handbook](#) available at my.ciu.edu.

**Rationale**

Student emails and computer lab accounts are disabled to ensure appropriate technology financial stewardship.

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

**Enforcement**

Not applicable.