EMAIL ACCOUNT POLICY

Adrian College
Information Technology Services
(517) 264 – 4357 [HELP]
http://adrian.edu/academics/information-technology-it/

ADRIAN COLLEGE

Alumni

Alumni accounts that remain active are setup indefinitely as a "Thank you" for graduating from Adrian College. This is considered 'AC Lifetime Email' or 'Bulldog Forever Email.' Please note, OneLogin/Google require all Alumni accounts to logged in at least once a year. Failure to do so will result in the account becoming automatically Suspended/ Deactivated. If the account is then suspended for another 20 days it will automatically be deleted and the content will be unable to be recovered. Google suspends accounts that are compromised and used to send phishing emails. Those compromised accounts have to be re-mediated within 20 days from the account being compromise otherwise the account is deleted. If Alumni log in at least once every 12 months, the account will always remain active.

Non-Alumni

Adrian College IT reserves the right to delete accounts that are deemed not to be a graduated student. This means for those students who have a status of **Dismissed, Not Re-Enrolled**, **Suspended**, or **Withdrawn** those accounts will be deleted after their last active semester of taking classes. Email accounts remain active while students have a status of **Enrolled** and/or are actively seeking a degree.

Former Staff and Faculty

Adrian College IT reserves the right to delete accounts upon termination with the college. Human Resources notifies IT weekly of staffing updates. For those terminated staff and faculty members the account will be deleted upon termination unless Human Resources approves the allowance of retaining their account and notifying IT of the approval in writing. Please note, allowances of retaining accounts are considered for Emeriti and Retirees. For those Emeriti and Retirees the account will be deleted upon termination unless Human Resources approves the allowance of retaining their account and notifying IT of the approval in writing.

Former Adjuncts

Adrian College IT reserves the right to delete accounts upon termination with the college. For adjuncts, accounts will be deleted two semesters after their last semester of teaching classes. Accounts will also be disabled each semester the Adjunct is not actively teaching. The account will be deleted after this inactive teaching period or upon separation unless Human Resources approves the allowance of retaining their account and notifying IT of the approval in writing.

** **ALL DISPUTES SHOULD BE COMMUNICATED TO TYLER LEONARD AT TLEONARD@ADRIAN.EDU OR (517)264 – 3117**

Thank you,

Adrian College IT