Policy Number	704.003
Policy Title	Retention of Former Student Email and Lab Accounts
Responsible Officers	Vice President, Information Technology
Responsible Offices	Information Technology Services
Summary	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. This policy combines two previous policies: Retention of Student Email Accounts for Alumni, and Annual Student Lab Account Purge
Definitions	*Computer Resources*-Hardware and software components associated with the CIU network infrastructure to include telephones, PCs, printers, faxes, scanners, servers, switches, routers, cabling, fiber, etc. *Disable*-The act of deactivating a login account to prevent access to systems or information.
Approving Body	Email: Registrar's Office, Student Life, Alumni, Information Technology departments Lab Accounts: Information Security Review Committee
Approval Date	Email: March 8, 2016 Lab Accounts: March 1, 2015
Renewed	Aca C (03.08.2024); Admin C (02.21.2024) Aca C (02.20.2026); Admin C (02.18.2026)
Last Revision	February 2026
Re-evaluation Date	Fall 2028
Departmental Impact	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***, downloadable via Technology Guidelines on My CIU.

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.