

ATTACHMENT “A” to IT Policy 4.8 Systems Accounts -- Service: Email

Category	Sub Category	Definition	Type*	Disabled ** Access, Merit status Locked	Removed Account Merit status Closed	Restore Capacity/ length	Merit’s Assignment CoS
Affiliates of EMU	Foundation Employees		Past Practice	Upon termination	3 months after disabled	No	CoS Faculty/Staff
Affiliates of EMU	Military Science/ Other	Did not find information on formal relationship between Military Science and EMU so this is based on past practice	Past Practice	Upon Termination	3 months after disabled	No	CoS Faculty/Staff
Alumni		Must hold at least one EMU degree		Death	3 months after disabled	No	CoS FullTime/Part Time Student for 6 months after graduation unless currently pursuing (admitted to/enrolled in) another program then CoS Forward Only
Donor		As Requested and approved by Director of Advancement	Desired	Upon notification	9 months after disabled	No	CoS FullTime/Part Time Student
Emeritus	Associate Member	Spouse of deceased Emeritus faculty/staff	Contractual	Death	3 months after disabled	No	CoS Faculty/Staff

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Emeritus	Honorary Member	Retired Faculty/Staff but don’t meet criteria	Contractual	Death	3 months after disabled	No	CoS Faculty/Staff
Emeritus	Faculty		Contractual MP 974-976	Death	3 months after disabled	No	CoS Faculty/Staff
Emeritus	Staff		BOR Policy	Death	3 months after disabled	No	CoS Faculty/Staff
Faculty (FA)	Tenured & Tenured Track			30 days after terminated (unless nominated for emeritus faculty status)	11 months after disabled		CoS Faculty/Staff
Faculty (FA)	Retired	When a faculty retires, most of the time they are nominated/ approved for emeritus status sometime in the future. We do not want to take away email too early but		30 days after terminated (unless nominated for emeritus faculty status)		No	CoS Affiliate

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		we also do not want EMU business being sent to the retiree.					
Lectures (LE)	100%		Contractual	30 days after terminated	No activity for one year or 3 months after disabled	Up to 3 Months	CoS Faculty/Staff
Lectures (LL)	Adjunct			No teaching assignments for 13 consecutive months	No activity for one year or 3 months after disabled	Up to 3 Months	CoS Faculty/Staff during employment then Affiliate for 13 months
Staff	Involuntary Termination	Upon Termination Date	Past Practice	Specific date/time	3 months after disabled	Up to 3 Months	CoS Faculty/Staff
Staff	Voluntary Termination	Upon Termination Date	Past Practice	Next day after effective termination date	3 months after disabled	Up to 3 Months	CoS Faculty/Staff
Staff	Retired	When a staff retires, most of the time they are nominated/ approved for emeritus status		30 days after terminated (unless nominated for emeritus)		No	CoS Affiliate

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		some time in the future. We do not want to take away email too early but we also do not want EMU business being sent to the retiree.					
Graduate Assistance		ECLS of GS		1) 6 months after graduation unless currently pursuing (admitted to/enrolled in) another program or 2) non enrollment of 8 consecutive semesters	1) Alumni Status 2) 1 month	No	CoS Faculty/Staff
Student	Admitted for Current Term, not	Student admitted for current term but not registered	Contract	1) At end of current term if not	1 month		CoS Affiliate

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	Enrolled			registered. or 2) When student cancels application to EMU prior to end of term.			
Student	Admitted for future term	Student is admitted for a future term. They may or may not be registered, due to the time of registration.	Contract	1) At end of admitted term if not registered. or 2) When student cancels application to EMU prior to end of admitted term	1 month		CoS Affiliate
Student – UGFT	Undergraduate Full Time	Any student enrolled in at least 12 credits for Fall/winter Semesters or 6 credits for Spring/Summer	Contract	1)6 months after graduation unless currently pursuing (admitted to/enrolled in) another	1)Alumni Status 2) 1 month	No	CoS – Fulltime/Part time Student

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				program or 2) non enrollment of 8 consecutive semesters			
Student – UGPT	Undergraduate Part Time, Includes Guest, continuing Ed. Dual Enrolled, and Special Programs	A UG Student not enrolled full-time.	Contract	1)6 months after graduation unless currently pursuing (admitted to/enrolled in) another program or 2) non enrollment of 8 consecutive semesters	1) Alumni Status 2) 1 month	No	CoS – Fulltime/Part time Student
Student - GFT	Graduate Full Time	Any graduate student enrolled in a minimum of 8 credits Fall/Winters Semester or 4 credits for Spring/summer	Contract	1)6 months after graduation unless currently pursuing (admitted	1) Alumni Status 2) 1 month	No	CoS – Fulltime/Part time Student

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				to/enrolled in) another program or 2) non enrollment of 8 consecutive semesters			
Student - GPT	Graduate Part Time	Graduate student not enrolled full-time.	Contract	1)6 months after graduation unless currently pursuing (admitted to/enrolled in) another program or 2) non enrollment of 8 consecutive semesters	1) Alumni Status 2) 1 month	No	CoS – Fulltime/Part time Student
Student	Outstanding Financial Obligations	Usually this is for Collection use. Record counts need to be produced		non enrollment of 8 consecutive semesters	1 month	No	CoS – Fulltime/Part time Student
Student	Student	A student		Immediately	1 Month		CoS – Fulltime/Part

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Permanent Dismissed	Judicial Permanent Dismissed	permanently dismissed from EMU and IT is notified by the Director of Student Judicial services. A permanent dismissal is an involuntary permanent separation from EMU (Permanent dismissal requires administrative review and approval by the President or his/her designee)		upon notification from student Judicial Services			Time Student
Student - Suspension	Student Judicial Service Manual request	Student access to email may be suspended for a specific period of time if the offense was related to email abuse. This will need to be a manual process		Upon notification from student Judicial Services	Upon notification from student Judicial Services		CoS – Fulltime/Part time Student
Student Organization		Recognized EMU student Organization as		13 Months – August 1 through	In January		CoS – Fulltime/Part time Student

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		determined by Department of Campus Life. The account should be assigned to an organizations advisory		September 30. Each November non renewed Student Organization Accounts disabled. Organization Advisor must request renewal each year.			
All student organizations must be recognized by the Dept. of campus Life and complete their update forms every year.							
Special Account	Independent Contractor	Not paid through the Banner Payroll System.		Contract End Date	Contract End Date	No	Cost impact for University will be determined by the CIO
Mailing Lists				1 Year after creation or renewal date	1 month	No	No CoS associated with a mailing list
Non Person	Accounts created after January 1,	Accounts created for an EMU business purpose		1 Year after creation or renewal date	3 month	No	CoS FullTime/PartTime Student or CoS Affiliate

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	2009						depending on anticipated volume
Non Person	Accounts created prior to January 1, 2009	Accounts created for an EMU business purpose		Notification 90, 60, 30 days prior.	3 month	No	CoS FullTime/PartTime Student or CoS Affiliate depending on anticipated volume
Regulatory	SEVIS	EMU is required to be in contact with student within the SEVIS program		33 months after completion of studies at EMU	6 month	No	CoS Full Time/Part Time Student

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