

Chapter Name

4.8 Information Management

Chapter Number Title

4.8.P.5 SEVIS Email Terminations and Extensions

1.0 Purpose

The purpose of this procedure is to document the responsibilities and tasks associated with email accounts of International Students based on federally mandated SEVIS guidelines. Including:

- Requesting extension of email service
- Requesting termination of email service

EMU is required by Federal Mandate to be able to contact all International F & J Visa students for a specific period of time. Due to the variety of timelines based on student's interaction with the Eastern Michigan University (EMU), **no** International Students Emich or Email account should be disabled or deleted prior to 36 months after the last date of enrollment. Whether the student graduated or not has no bearing on this 36 month rule.

These procedures must be implemented on the time and date identified or immediately upon notification .Two day prior notice is requested.

2.0 Governing Policy

Number/Document Name

Effective Date

4.8 EMU System Accounts

September 30, 2008

3.0 Procedure

1) Requesting extension of email service

Should Office of International Students (OIS) determine that an international student needs to maintain an active EMU email address for longer than 36 months, a member of the OIS staff should forward the request to Information Technology (IT) Help Desk. That request should include:

- a) Name,
- b) ID,
- c) My.emich ID
- d) Date of extension, and
- e) Reason.

2). Requesting termination of email service

Should Office of International Students (OIS) determine that an International Student Email account needs to be terminated the Director of OIS or designee should forward the request and reason to the IT Help Desk Director of IT Security. That request should include:

- a) Name,
- b) ID,
- c) My.emich ID and
- d) Date terminations is requested
- e) Reason.

4.0 Responsibility for Implementation

Director, IT Security Administration is responsible for the implementation of this procedure.

5.0 Definitions

<u>Term</u>	<u>Definition</u>
OIS	Office of International Students
International Student	EMU F & J Visa holder students that are governed by SEVIS Federal guidelines.
SEVIS	Student and Exchange Visitor Information System; [The} Student and Exchange Visitor Program (SEVP) acts as the bridge for varied government organizations which have an interest in information on foreign students. SEVP uses web-based technology, the Student and Exchange Visitor Information System (SEVIS) to track and monitor schools and programs, students, exchange visitors and their dependents throughout the duration of approved participation within the U.S. education system. See: US Immigration and Customs Enforcement at: http://www.ice.gov/sevis/

6.0 Revision History

<u>Creator</u>	<u>Description</u>	<u>Submission Date</u>	<u>Approval Date</u>
Meraz	Initial Draft	August 10, 2008	
Meraz	Updated Draft	August 18, 2008	
Dorendorf	Initial Comments/adjustments	September 2, 2008	
Dorendorf	Turn over to IT Policy	September 16, 2008	
A. Barr	Minor editing; footer; numbering; added definition of SEVIS	September 22, 2008	
Connie Schaffer, Interim CIO	Review and approval	September 26, 2008	September 30, 2008