

Computing and Information Services - Fred Miller, Chief Information Officer

Title: E-mail Account Creation and Deletion Policy

Applicable: Furman University Faculty and Staff

Contacts: The Computer Help Desk ext.3277

Background: As use of e-mail communication increases the university gets more requests from alumni, retired faculty/staff, evening and graduate students for Furman e-mail accounts. Due to the fee required by these licenses the university has had to create a policy on who will be given an e-mail account, as well as when the account will be deleted.

Policy: All current Furman faculty, staff and undergraduate day students will be given an e-mail account to be maintained by the University. The account will be maintained until the user is no longer affiliated with the University.

Guidelines:

1. All current Furman faculty, staff and undergraduate day students will be given an email account which will be maintained by the University.
2. Furman University does not offer e-mail accounts to: non-current students, evening and graduate students, alumni, spouses, retired faculty and staff, or any person without an entry in Datatel showing a current relationship to the University.
3. Upon retirement and based on approval of the Chief Information Officer or Human Resources, Faculty and Staff will be given the option to retain an entry in the Furman electronic address book. This entry will allow incoming e-mails to be forwarded to a non-Furman account, thus maintaining the appearance of a Furman e-mail account.
4. Professors that require evening or graduate students to have a Furman e-mail account must make a request to Computing and Information Services on behalf of the student.

5. Evening and graduate students will have their E-mail account terminated upon completion of the class that required the account.
6. All account requests must be made at least two business days in advance of when the account is needed.
7. Any student, faculty or staff permanently leaving the University will have their account disabled immediately upon parting from the University.
8. Departments that wish to retain the contents of an account of a previous employee must place a special request with the Chief Information Officer.
9. Accounts belonging to graduating seniors will be disabled ten days after graduation.
10. Computing and Information Services will not restore accounts or information from accounts for individuals who have permanently left the University.
11. The Chief Information Officer must approve all other special requests.