



# University Policy

		Office: University Technology Services
Chapter 03: Electronic Communication		Responsible Officer: Chief Information Officer

## POLICY STATEMENT

Northeastern Illinois University (the "University") uses email as a

## PURPOSE OF THE POLICY

## WHO IS AFFECTED BY THIS POLICY

## DEFINITIONS

## REGULATIONS



University E-



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### 3. EMAIL PRIVILEGES AND SEPARATION FROM THE UNIVERSITY

#### STUDENTS

- x All students may keep their NMail accounts for 18 months after their last class attended or after the last activity is detected in their academic record. The student's official NEIU email address is retained for that period of time. Any web pages or other files which have been stored in the Gamut file system, within Google apps or any other application under the student's account remains available to the student during this period. After the 18 months have elapsed, the NEIU email account is closed for those students who meet these criteria. Stored files and email are deleted, and the personal email alias is turned off. Before the account is deleted, during the 18 month period and without any formal notice from the University, it is the student's responsibility to copy any email or other files the student wishes to keep. Backups of deleted account files and emails are not retained.

#### Expulsion and Suspension

- x Students who are expelled from the University will have all email privileges and related file storage capabilities revoked immediately.
- x Students who are suspended may temporarily lose access to their assigned email account.

#### EMPLOYEES

##### Retirement

- x Faculty and staff members retiring from the university may keep any or all of the following services as long as they continue to be used:
  - o Email services
  - o Web page and file storage on NMail and related Google application or stored on gamut.neiu.edu
  - o Shell access on homepages.neiu.edu
- x When a retiree no longer wishes to use these services, the retiree must contact the Help Desk (773) 442-4357, [helpdesk@neiu.edu](mailto:helpdesk@neiu.edu) for the account to be removed from the system.

##### Resignation

- x Employees who leave the University to take other employment, to transfer to another college, or simply to go on to other activities before retirement may keep their email accounts and email forwarding for 30 days after their final job record has ended. After the 30 days have elapsed, the NEIU email account is closed, stored files and email are deleted, and the personal email alias is turned off. Before the account is deleted, during the 30 day period and without any formal notice from the University, it is the former employee's responsibility to copy any email or other files the former employee wishes to keep. Backups of deleted account files and emails are not retained.

##### Layoff

- x Employees may keep their e-mail accounts and e-mail forwarded for 30 days after they are laid off. After the 30 days have elapsed, the NEIU email account is closed, stored files and email are deleted, and the personal email alias is turned off. Before the account is deleted, during the 30 day period and without any formal notice from the University, it is the former employee's responsibility to copy any email or other files the former employee wishes to keep. Backups of deleted account files and emails are not retained.



### Dismissal /Discharge

- x Employees who are dismissed from the University will have all email and related file