

3344-7-09 **Continuance of e-mail after separation from the university.**

- (A) For students separating from the university through graduation or other reasons, e-mail accounts/addresses remain active indefinitely, but students are required to forward their account to a non-CSU external (private) e-mail account.
- (B) University e-mail privileges shall be terminated immediately for any student who is expelled from the university.
- (C) E-mail privileges may be terminated immediately for an employee who separates employment from the university but who does not have associate of the university status.
- (D) Faculty and staff members retiring from the university who have emeritus or associate of the university status will have university e-mail service available to them indefinitely, unless they request to have the service discontinued.
- (E) Faculty who leave the university before retirement may retain their e-mail account and e-mail forwarding for one year from the end of the last term in which they taught. This also applies to adjunct faculty members who teach one course per year, usually in the same term.
- (F) Some employees have more than one affiliation with the university. A faculty member may also be an alumnus, a staff member may be a student, a staff member may be a part-time faculty member, etc. An employee with multiple roles will receive the account status that gives the individual the maximum benefits, unless CSU, in its sole discretion, determines otherwise.

Policy Name: Continuance of e-mail after separation from the university.

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Effective: 6/2/2014

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