

OFFICE OF INFORMATION TECHNOLOGY

Policies and Procedures Manual

2.9. ULV Student/Alumni Computer Account Retention Policy

2.9.1. Approval and adoption

- 2.9.1.1. Approved by the Chief Information Officer and the Executive Vice President and adopted effective 10/03/2003.
- 2.9.1.2. Modified to end alumni ULV “automatic pass-through” account name retention and initiate optional pay-for-use e-mail accounts. Approved by the Chief Information Officer and the Executive Vice President and adopted effective 7/12/2004.
- 2.9.1.3. Modified to expand from “e-mail account retention” to “computer account retention” to address all student-issued computer accounts, rather than just e-mail accounts. Approved by the Chief Information Officer and the Executive Vice President and adopted effective 5/16/2005.
- 2.9.1.4. Modified to eliminate the optional pay-for-use e-mail account option. Approved by the Chief Information Officer and the Executive Vice President and adopted effective 5/19/2005.
- 2.9.1.5. Modified to allow alumni, at the University’s discretion, to keep their Google-based Gmail accounts indefinitely after graduation. Approved by the Chief Information Officer and the Executive Vice President and adopted effective 9/4/2008.

Signature/Title/Date:

2.9.2. Purpose

- 2.9.2.1. To provide guidelines regarding the retention of computer accounts for students and alumni of the University of La Verne.
- 2.9.2.2. This policy does not apply to MyULV (self-service) accounts, which students are eligible to keep even after graduation.

2.9.3. Policy

- 2.9.3.1. Computer accounts are a privilege, not a right. Violation of the University’s “Appropriate Use and Information Security/Confidentiality Policy” may result in the termination of computer account privileges.

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- 2.9.3.2. Active students (as defined by admission policies in the University Catalog) are eligible to retain their ULV computer accounts as long as they remain in active status and follow the University's *Appropriate Use and Information Security-Confidentiality Policy*. Computer accounts of students who become inactive (no longer eligible to enroll in classes) will be disabled and deleted.
- 2.9.3.3. University of La Verne graduates may retain their University computer accounts for four months after graduating, at which time their accounts will be disabled and deleted (unless the student has applied for or registered in additional programs at the University of La Verne).
- 2.9.3.4. At the discretion of the University of La Verne, University-issued email (Gmail) accounts may be retained by students and alumni indefinitely. The retention of these email accounts is dependent on the University continuing to use Gmail services, Google continuing to provide them to the University at no cost, ongoing active use of the accounts by the person they are assigned to, and compliance with University policies such as the *Appropriate Use and Information Security/Confidentiality* policy.

2.9.4. Procedure

- 2.9.4.1. All students and alumni with ULV e-mail accounts will be e-mailed a copy of this policy once per year.