Title – Email Accounts Policy

Policy Abstract – Birmingham-Southern College provides an e-mail account for all current employees and students. This policy governs the creation and removal of accounts for employees and students.

Responsible Office – Information Technology, Administration

Official – Anthony Hambey

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Applies To – All employees and students
Effective Date – 9/21/2006
Revision Dates – 6/27/2012 - Placed in the new policy format

1. **Introduction/Background –** Official College communication will be conducted through e-mail to employees and students. Therefore, the account should be checked daily for important information. The College provides a number of weekly electronic publications for the campus as avenues for public communication and these mediums should be used whenever possible instead of e-mail. To use e-mail for blanket communications is viewed as spam and defeats the effectiveness of important messages. Remember, it is important to ensure that e-mail is targeted to interested parties when sending them.

2. **Purpose –** As employees and students join and separate from the college it is necessary to add and remove e-mail accounts in accordance with best practices to maintain a secure environment.

3. **Applicable Regulations** – SACS Comprehensive Standard 3.9.2 – Confidentiality of Student Records and 3.11.3 – Physical Resources

4. **Policy Statement** –
   - Employees – At separation from the College an employee's access to all systems including e-mail will be removed immediately upon notification from Human Resources. As a rule this protects both the individual and the College in the situation where strained relations may have occurred. Exceptions to this rule are possible on a case by case basis where it is deemed appropriate. In those cases, an approval from the supervisor of the individual and the appropriate Vice President of the division with guidance on the specifics of the exception should be provided.
   - Students – Following graduation in May of each year student e-mail accounts will be targeted for removal. Students who officially graduate each year will have their e-mail account removed 90 days after graduation, allowing time for transition to graduate school and for the propagating of resumes etc. As a part of this cleanup process,

students who are no longer attending the College and have had a period of inactivity will also be targeted for removal. Exceptions to this rule are possible on a case by case basis where it is deemed appropriate. One exception from the Provost is as follows, a student in good standing who is granted a leave does not have to apply for readmission to return, and the student may keep his or her email account while on leave.

5. **Detail**s – An annual financial audit of the College contains a technology component whereby this is verified each year. Non-compliance with this policy would be reported in the form of comments in the management letter of the audit.

6. **Definitions** – SACS is the Southern Association of Colleges and Schools.

7. **References** – SACS COC *The Principles of Accreditation 2012 Edition*.