Policy

Student E-Mail Account Retention

Date: January 2, 2013

Purpose: To provide graduated students access to their Otis e-mail account after graduation.

Scope: This policy covers all graduated Otis students.

Discussion: Otis students have come to rely on their Otis e-mail account to establish professional relationships with individuals and groups outside of the Otis community. In order to help our student's transition to their own professional e-mail service, Otis College of Art and Design will extend access to their Otis e-mail account for at least one (1) year after graduation.

Details: Every June 30th the Information Systems Operations group will backup and delete all graduated students accounts. Only those accounts that are active for a year or more after their graduation will be deleted.

Revisions: January 2, 2013 - Created