



## ADMINISTRATIVE PROCEDURE

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**TITLE: Student E-mail Accounts**

**ADMINISTRATIVE PROCEDURE # 5150** *(was 705)*

**RELATED TO POLICY # 5150**

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**A. The e-mail account is created but never accessed:**

If an Umpqua Community College student e-mail account is not accessed or used within 12 months of the date the account was created, the e-mail account may be permanently deleted. No notification will be sent to the student or the e-mail account prior to deleting the account. Deleted account content is non-recoverable.

**B. The e-mail account has been accessed or used by the student:**

If an Umpqua Community College student e-mail account has not been accessed by the student for a period of 36 months, the account may be permanently deleted, without regard for any content that may be stored within the account. One (1) email notification, stating that Umpqua Community College intends to delete the account, will be sent to the e-mail account 30 to 45 days prior to the date the account is deleted. Deleted account content is non-recoverable.

**C. The student violates any provision of Board Policy 3720 Computer and Network Use, its associated Administrative Procedure or provisions of the Student Code of Conduct:**

Umpqua Community College may suspend access to and/or delete the student e-mail account.

**Note:**

Umpqua Community College does not maintain backups of student e-mail account content and is not responsible for any content lost when student e-mail accounts are deleted.

**RESPONSIBILITY:**

The Director of Information Technology is responsible for implementing and updating this procedure.

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**NEXT REVIEW DATE: 2024-2025**  
**DATE OF ADOPTION: 3/10/2021 by CC**

**DATE(S) OF REVISION:**  
**DATE(S) OF PRIOR REVIEW:**