

CIIS Email Accounts - Duration & Maintenance

Note: **Deactivation** means the account owner cannot login, but the mailbox content remains intact

Note: **Security Class** refers to limiting access to certain platforms and services (example: varying Library privileges for different constituencies)

Constituency	Initial Creation	Initiating Office	Duration	Deactivation Warning Date (to the account holder, or for deceased account holders, to next of kin or designated executor)	Deactivation Date (Disable the user but preserve the mailbox content)	Domain / Security Class
Degree Students - who matriculate but do not graduate	<u>JZ</u> : when the admit submits enrollment agreement // <u>Colleague</u> : when offer of admission is received by applicant	Admissions	while in active applicant or matriculated status	6 months after inactive status recorded (due to withdrawal or dismissal)	12 months after inactive status recorded	mymail.ciis.edu
Degree Students - who matriculate and graduate	<u>JZ</u> : when the admit submits enrollment agreement // <u>Colleague</u> : when offer of admission is received by applicant	Admissions	while in active applicant or matriculated status	N/A -- apply ALUM security class upon graduation	N/A	mymail.ciis.edu

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Degree Students - who do not matriculate (either because we need to rescind admission, or the student ultimately decides not to enroll)	<u>JZ</u> : when the admit submits enrollment agreement // <u>Colleague</u> : when offer of admission is received by applicant	Admissions	while in active applicant status	N/A	N/A	mymail.ciis.edu

Constituency	Initial Creation	Initiating Office	Duration	Deactivation Warning Date (to the account holder, or for deceased account holders, to next of kin or deginated executor)	Deactivation Date (Disable the user but preserve the mailbox content)	Domain / Security Class
Special Students	<u>JZ</u> : when admitted // <u>Colleague</u> : when admitted	Registrar	while in active applicant or matruculated status	6 months after inactive status recorded	12 months after inactive status recorded	mymail.ciis.edu
Certificate Students - P2	When the student makes their first payment	Public Programs	while in active status	6 months after inactive status recorded (due to withdrawal or completion)	12 months after inactive status recorded, after first checking with the Library to see if an exception is needed	mymail.ciis.edu -- STC; IETP
Certificate Students - CPTR	when the trainee enrolls	Center for Psychedelic Therapies & Research	while in active status	6 months after inactive status recorded (due to withdrawal or completion)	12 months after inactive status recorded, after first checking with the Library to see if an exception is needed	mymail.ciis.edu -- CPTR
CPTR Mentors	when hired	Center for Psychedelic Therapies & Research	while in active status	6 months after inactive status recorded	12 months after inactive status recorded, after first checking with the Library to see if an exception is needed	ciis.edu -- CPTRM

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Alumni	(see Degree Students above)	Alumni	indefinite	6 months after receiving notification of death	12 months after receiving notification of death, or upon approval of next of kin or deginated executor	mymail.ciis.edu -- ALUM
Staff	when hired	Human Resources	until termination	N/A	varies: normally upon last date of employment; may be extended by special request to IT; may be enforced without notice to account holder by special request of the President to IT	ciis.edu -- STAFF
Core Faculty	when hired	Human Resources	until termination	N/A	varies: normally upon last date of employment; may be extended by special request to IT; may be enforced without notice to account holder by special request of the President to IT	ciis.edu -- CORE

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Adjunct Faculty	when hired	Provost's Office	until termination or 2 years of inactivity	6 months after deactivation of active status	12 months after deactivation of active status	ciis.edu -- ADJUNCT
Emeriti Faculty	when emeritus/emerita status conferred	Provost	indefinite	6 months after receiving notification of death	12 months after receiving notification of death	ciis.edu -- EMERITI
Board of Trustees Members	by request from President's Office	President	while in active trustee status	6 months after deactivation of active status	12 months after deactivation of active status	ciis.edu -- TRUSTEE
Consultants / Contractors / Special Status / Temporary Employees / Visitors	by request from President's Office, Provost's Office, Finance Office, Human Resources Office, Student Life Office, or Accessibility Services Office	President's Office, Provost's Office, Finance Office, Human Resources Office, Student Life Office, or Accessibility Services Office	as needed	6 months after no longer needed	12 months after deactivation of active status	ciis.edu -- CONSULT // CONTRACT // SPECSTATUS // TEMP // VISITOR