



CALIFORNIA INSTITUTE
OF INTEGRAL STUDIES

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| Policy Name: | CIIS Email Accounts – Creation, Duration and Maintenance |
| Responsible Office | Provost Division: Information Technology |
| Date of Last Review | March 25, 2022 |
| Contact Person | Dean of Information Technology, Ben Cline-Suzuki; bcline@ciis.edu |

| CIIS Email Accounts - Duration & Maintenance | | | | | | |
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| <i>Note: Deactivation</i> means the account owner cannot login, but the mailbox content remains intact | | | | | | |
| <i>Note: Security Class</i> refers to limiting access to certain platforms and services (example: varying Library privileges for different constituencies) | | | | | | |
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| 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 |
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| Degree Students - who matriculate but do not graduate | 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 |
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| Degree Students - who matriculate and graduate | 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) | when offer of admission is received by applicant | Admissions | while in active applicant status | N/A | N/A | mymail.ciis.edu |
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| Special Students | when admitted | Registrar | while in active applicant or matriculated status | 6 months after inactive status recorded | 12 months after inactive status recorded | mymail.ciis.edu |
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| 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 |
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| 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 |
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| 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 designated executor | mymail.ciis.edu -- ALUM |
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| 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 |
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| 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 Division | until termination or 2 years of inactivity | 6 months after deactivation of active status | 12 months after deactivation of active status | ciis.edu -- ADJUNCT |
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| 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 |
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| Clinic & Practicum Supervisors | by request from Program Coordinators/Managers | Program Coordinators/Managers | while in active supervisor status | 6 months after deactivation of active status | 12 months after deactivation of active status | ciis.edu -- SUPERVISOR |
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| 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 |
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| Consultants / Contractors / CWS Technical Reviewers / Special Status / Temporary Employees / Visitors | by request from President's Office, Provost Division, Finance Office, Human Resources Office, Center for Writing & Scholarship, Student Life Office, or Accessibility Services Office | President's Office, Provost Division, 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 |
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| Accessibility Support Contractors | by request of the Director of Accessibility & Accommodations Services -or- the Director of Online Learning -or- the Director of Online Engagement | Student Affairs -or- Online Learning -or- Provost Division | one (1) semester | (none) | upon completion of semester of active status | ciis.edu -- ACCESS |
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