



CIIS EMAIL ACCOUNTS POLICY

Responsible Office	Information Technology
Policy Proposal Drafted By	Information Technology Office, USWired, Deans & Directors Council, President’s Cabinet
Reviewed by	Deans & Directors Council; President’s Cabinet
Approvals	President – March 22, 2021

Policy Description

CIIS provides a university email account to all university constituencies. The timing of the account creation and duration, and the conditions specified for the account usage, vary according to constituency. Details are provided on the spreadsheet titled, *CIIS Email Accounts – Duration and Maintenance*.

Provision of a CIIS email account is considered to be a privilege, not a right. CIIS owns these email accounts and reserves the right to limit usage of the account or to deactivate the account if used in violation the conduct codes found in the Student Handbook, or if used in an illegal or inappropriate manner, as determined by University officials.

Inquiries regarding CIIS email accounts should be directed to the Associate Provost for Learning and Technology.