

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