



## EMAIL POLICY ADDENDUM: EXTENDING ACCESS TO EMAIL

Area: Information Technology Services	Number:
Subject: Email	Issued: 10/18/07
Applies: University	Revised: n/a
To:	
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### I. Purpose

There are situations where faculty are transitioning to another institution but continue to be engaged in research or academic tasks important to the University. By extending access to an email account, we can facilitate continued communication and exchange of information with colleagues.

### II. Policy Statement

Email accounts are available for use by faculty for 90 days after employment ends.

Non-faculty eMail accounts that have the address listed on publications or are used to recruit students may be extended for up to 90 days after employment ends with approval from the Vice President of IT.

Department chairs, Deans or the Provost may request earlier termination of any faculty account and may request access be extended for up to two additional weeks.

To manage the termination of an email account, users have the following standard options available to them:

- Persons can establish a forward destination to another email account from the GSU account. All email sent to their GSU account is automatically forwarded to the new destination.
- Persons can establish a “vacation” message that will provide information concerning new address information.

### III. Exclusions

This policy addendum only applies to email accounts and does not apply to other technology resources such as Banner™, SharePoint™ or other University IT resources.