



STETSON LAW

Student E-mail Account Retention Policy

Your Stetson email account is your primary means of communication between you and other Stetson community members such as professors, administrative offices, and students. Stetson email is the official vehicle for the University to communicate with you regarding important issues including billing of student accounts and campus emergencies, news, and events. This policy has been established to provide the basic parameters for student and graduate email accounts. This policy is in addition to various policies addressing appropriate use of College email accounts and behavioral limitations on such use.

A. Graduates

Beginning with the May 2009 graduating class, all graduating students have the option of retaining their individual Stetson College of Law email address after graduation with certain limitations.

1. Students who complete requirements for graduation in December will be able to retain full Stetson email account privileges until the following May 1.
2. Students who complete requirements for graduation in May or July will be able to retain full Stetson email account privileges until the following October 1.

On May 1st or October 1st, as applicable, the following account changes will occur:

1. Enrollments in all email distribution groups other than alumni will be discontinued;
2. Access to the Intranet will be discontinued;
3. Access to the 'Student' wireless network will be discontinued; and
4. Access to the campus printing system will be discontinued.

Also, on May 1st or October 1st, as applicable, the Office of Information Technology will send an email to all students meeting graduation requirements, advising that their mailbox account size will be reduced from 250MB to 25MB by May 15th or October 15th, as applicable, and to clean out all unnecessary emails or otherwise takes steps to preserve any emails they desire to retain prior to the size reduction. It is the student's responsibility to keep his or her email account under the current size limitations in order to receive this notice; the College of Law is not responsible for any data loss due to a failure in notice delivery of when the student fails to timely act to preserve email. Following the deadline, the automated mailbox size reduction process will be initiated and all existing items in the mailbox will be deleted with no chance of recovery.

If a graduate does not access their Stetson College of Law email account for a period of one year, the email account will be deleted automatically with no chance for recovery.

B. Leave of Absence

A student who is granted a leave of absence will typically retain his or her Stetson email account during the period of the approved leave unless otherwise directed by the Associate Dean for Academics.

C. Transfer, Withdrawal, Exclusion, and Revocation of Admission

A student who transfers, withdraws from, or is excluded from the College of Law, or whose admission is revoked, will not be allowed to retain his or her Stetson e-mail account without the written permission of the Associate Dean of Students, or the Associate Dean of Academics. In no event should the permission extend beyond one academic semester, not including summer.

D. Visiting Students

A Stetson student who obtains permission to visit at another law school will be allowed to retain his or her Stetson e-mail account during the period of the approved visit.

A non-Stetson student visiting at Stetson will be granted a Stetson email account for the period of his or her visit. The account may be extended up to one additional academic semester following the visit to allow communication on any outstanding issues with the College.

E. Policy Limitations

This policy does not guarantee that email will continue post-graduation indefinitely or for all graduates. Rather, the College of Law, in its sole and unfettered discretion, reserves the right to modify or discontinue this program, with or without notice, or to decline to continue any email account privileges as to any particular graduate. Graduates retaining email accounts remain subject to applicable College of Law policies on computer and network use with respect to those accounts. As with any form of technology, problems can occur and the College of Law makes no warranty or guarantee that email will be preserved indefinitely. The College of Law is not liable for any loss of data, interruptions of service, or other issues associated with Stetson email accounts.

Administrative policy enacted March 18, 2004, revised September __, 2011.