



Until a College Identity System has been established and such system addresses the use of the College's logo, seal and other marks in digital communications with students, no such marks are to be used in conjunction with the student e-mail system.

**2. Creation and notification of e-mail account information:**

- a. The College will create an account for a matriculated student when the student is accepted by the College. An account for a non-matriculated student will be created when the non-matriculated application process has been completed. If the student does not attend the College for a period of six months following the creation of the account, the e-mail account will be deactivated.
- b. With two exceptions, the College will deactivate a student account if the student does not continue attending the College for a term of nine months. If the student has a financial responsibility to the College, the account will remain active. If the student is expelled from the College for disciplinary reasons, his or her account will be deactivated immediately.
- c. The student will be notified of his or her account and credentials via the United States Postal system to the student's legal mailing address. The notification will consist of the student's username, randomly generated password, and directions on how to properly log into the system the first time. The student will be required to change his or her password upon first login and register for the account password reminder utility. At first login, the student will receive an introductory e-mail notifying him or her of all rights and responsibilities associated with use of the account.
- d. The assigned e-mail address will be considered directory information under FERPA regulations unless the student completes a request for non-disclosure.
- e. Accounts will only be created for students. Faculty, staff and administration are to use the College email system.

**3. Administrative use of student e-mail**

- a. The College will

€ Change of Curriculum

