



## **Account Deletion Policy**

Accounts providing e-mail capability, web server space, and other functions are created and maintained for active students at NSHE institutions.

If, at any time, NSHE records indicate that the holder of the account has not been enrolled in for-credit courses in any NSHE institution for a period exceeding two years, the account is subject to deactivation and subsequent scheduled deletion.

A warning notice with a summary of the policy and contact instructions will be sent to the account holder 21 days prior to deactivation. Accounts will remain deactivated for 90 days prior to deletion.

Users who are scheduled for account deactivation or deletion but believe they have received a deactivation notice in error should contact the computing support resource at their campus prior to deactivation as instructed in the warning notice.

Materials proving enrollment may be required to reactivate the account.

*Authorized by the SCS Executive Staff and participating NSHE Campus Technology Officers (CTO)*

*Revision History: Version.1 (authorized and applied 02/15/2005)*

*Revision History: Version.2 (non-substantive changes, 03/23/2006)*