

**Mid-Atlantic Christian University  
Office of Information Technology Policy #7**

SUBJECT: University Email Services

DATE: April 08, 2013

REVISED: 02/11/2014; 02/27/2015; April 2020

NEXT SCHEDULED REVIEW: Yearly, February

APPROVED BY BOARD OF TRUSTEES: October 18, 2013

Policy for: Users of University Email

Procedure for: Users of University Email

Authorized by: Vice President for Finance

Issued by: Board of Trustees

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I. Purpose

Mid-Atlantic Christian University (“University”) relies on email as an electronic form of communication. Therefore, it is necessary and prudent for the University to stipulate the required use of University and Acceptable Use of University email.

II. Policy

Mid-Atlantic Christian University (“University”) considers email an official form of communication for University employees and students. University related business, in the broadest definition possible, conducted by email must take place via official University assigned email addresses.

III. Procedures

A. Acceptable Use of University Email

The Acceptable Use of University email is governed by [Office of Information Technology Policy F-IT-01 Acceptable Use](#).

1. Official email communications are intended to meet the academic and administrative needs of the university. The university has the right to expect that such communications will be received and read in a timely fashion. To enable this process, the college ensures that all students can be accessed through a standardized, university issued email account.

2. Instructors may set policies defining how students use email in their classes, including requiring students to check their email on a regular basis. University staff, faculty, and students cannot use personal email accounts for University business.
3. University email may not be used in the following ways:
  - i. Unlawful Activities
  - ii. Commercial purposes
  - iii. Personal financial gain
  - iv. False identity in email communications
  - v. Misrepresentation of Mid-Atlantic Christian University
  - vi. Technology Resources
  - vii. Unauthorized mass mailings
4. Distribution lists/University-maintained Google Groups are available for staff and faculty; students are prohibited from accessing University distribution lists directly. Distribution lists are for University-related use only.

#### B. Email Privacy

1. By opening and using your email account, Authorized Users agree and consent that the University may access the account for administrative and all other purposes permitted or required by law and/or the University's policies, procedures and ordinances, which may require the University or its email provider (if applicable) to access and disclose to the University any information stored within the account.
2. The University does not centrally retain or archive e-mail sent, processed, or received by the University e-mail system. Email is retained, stored or archived by external providers of e-mail services.
3. For more information about account security, review [OIT Policy F-IT-02 Information Security](#).

#### C. Expectations Regarding Student Use of Email

1. Students are expected to check their Mid-Atlantic Christian University official email on a frequent and consistent basis in order to remain informed of school-related communications.
2. Students are responsible for the consequences of not reading University-related communications sent to their official University email account. Students have the responsibility to recognize that certain communications may be time-critical.

#### D. Assignment of Email Addresses

1. Faculty email addresses are assigned at the request of the Office of Academic Affairs.
2. Staff email addresses are assigned at the request from the associated department. Staff and faculty will have an assigned password which will be distributed via written correspondence.
3. Department and group email addresses can be requested, but they are assigned at the discretion of OIT.
4. Each student, upon enrolling, is issued an email account with an address on the macuniversity.edu domain. The email account created by the University is the official email address to which the university will send electronic communications. Students will be notified with their account information via written communication.

E. Account Suspension and Deletion of University Email

1. OIT periodically deletes Email/university computer accounts belonging to individuals no longer affiliated as Mid-Atlantic Christian University students, faculty, or staff.
2. "No longer affiliated" is defined as:
  - a. Students: Have graduated and do not wish to keep their MACU email account, or are no longer officially enrolled for at least 1 credit hour
  - b. Faculty/Staff: Have voluntarily left the University, or terminated employment
3. Student, staff, and faculty email accounts are not immediately deleted; all email accounts are moved to a suspended state.

F. Approximate Account Suspension/Deletion Dates

1. *Student email accounts (no longer affiliated; in good standing)* are suspended on the last day of drop-add of the first semester that a student is not registered. When an account is deactivated, no one will be able to log in with that account information or have access to files stored under it. Accounts are deleted one year after account deactivation.
2. *Student email accounts* belonging to students that have been dismissed from the University (*no longer affiliated; not in good standing*) are suspended 48 hours after the notice of dismissal. Accounts are deleted one year after account deactivation.
3. Students that graduate from the University have the option of keeping their @macuniversity.edu email address. Accounts for alumni that remain inactive for a

period of one year will be removed--all emails, documents, calendars, and contacts associated with the account will be deleted.

4. Staff and faculty email accounts are suspended when an employee leaves the University. Staff and faculty email is archived for a period of at least three years after the last official University-related interaction.
5. 14 days before accounts are scheduled for deletion, each affected account owner will receive email notification from OIT that their account is scheduled for deletion. It is the account owner's responsibility to manage his/her account responsibly, and to retain any required files on backup media.
6. If the account owner suspects that he/she received the account deletion email notification in error, they should contact the party listed in the email message immediately.

IV. Published: Policy Manual

V. Reason for Revision

VI. Appendices

Relevant Policies

**Relevant Policies**

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[OIT Policy F-IT-01 Acceptable Use](#)

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[OIT Policy F-IT-02 Information Security](#)

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