

DEPAUW UNIVERSITY  
INFORMATION TECHNOLOGY (IT) ACCOUNTS POLICY  
(10-01-2010)

I. IT Account Issuance .....	2
A. Faculty and Staff Members .....	2
B. Students.....	2
C. Contingent Workers.....	2
D. Guests and Others.....	2
E.	



Information Officer.

**Employee Family Members**

## **II. IT ACCOUNT DURATION - DISABLING AND REMOVAL**

### **A. Faculty and Staff Members**

#### **Faculty Members**

A non-retiring faculty member separating from the University will retain his/her email account access for one semester following his/her last teaching semester at which point his/her email account will be disabled and the contents removed. Access to all other IT accounts will be disabled immediately upon his/her separation from employment.



**Workshop Accounts**

Guest accounts created for an event such as a workshop, conference or camp will be disabled and

### III. DEFINITIONS

***Employee:*** Employee means any and all full- and part-time, temporary and regular University employees including,