

**Senate Information Technology Committee  
Email Policy of Lakehead University  
Changes to Document as Presented to Lakehead University Senate  
Friday, May 14, 2010**

6.0 Creation, ~~quotas~~, expiry and deletion of accounts for Students

When a student applies to Lakehead University the Admissions process creates an email account for the applicant. If the applicant does not enter a program ~~by November~~, or apply for **another program within 2 years, program for the following year**, the account will be deleted.

~~Deletion of accounts happens after the last day for course drops. At this time, all student accounts belonging to students no longer registered in any courses at Lakehead University will be deleted. The account name is preserved with other student information on Datatel, so the username will be preserved if the student registers later.~~

**If a student's program is made “inactive” by the Registrar’s Office and the student is not an alumni or an employee the account will be deleted.**

7.0 Alumni Accounts

Graduating students must apply for accounts as alumni. If a University email address ~~The existing email address~~ (username@lakeheadu.ca) is not accessed for two years, it will be deleted, including contents (note that the contents are not recoverable). ~~will be retained for a period of 30 days after graduation.~~ If ~~the~~ Alumni wish to reactivate their Lakehead University email account, they should contact the Alumni Relations Office. The reactivated email account will be the same format previously assigned (username@lakeheadu.ca), less any historical content that had been deleted.

~~Association does not receive a request to keep this account active within that time, the account will be deleted.~~