

DIN: 5150-1-01
Title of Policy Email Addresses for Alumni

Policy

Graduates' college email addresses will be kept open for one year after the date of their graduation. Alumni will continue to be bound by college policy 5200-1-01 Acceptable Use of Computer and Information Technology Resources.

Purpose

To facilitate communications with alumni regarding job postings, campus activities, and other information of interest to alumni.

Responsibility

The table below describes responsibilities for this policy:

Group/Individual	Responsibility
IT Department	Collect graduates' email addresses into an "Alumni" distribution group. One year past their graduation date, remove graduates' email addresses.
Faculty/staff	Communicate important messages and information of interest to alumni

Supporting References

Listed below are college document(s) that support this policy:
 5200-1-01 Acceptable Use of Computer and Information Technology Resources

Compliance References:

Listed below are references to compliance requirements (e.g. MnSCU policy, federal regulations).
 MnSCU [Policy 5.22 Acceptable use of Computers and Information Technology Resources.](#)

The most current documentation is electronic; therefore, please discard printed copy after 24 hours. This does not apply to completed forms which are records.			Print Date: 02/07/06 9:40 AM	
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Title: Email Addresses for Alumni			Implementation Date:	
Approved: Dr. Quistgaard	Date: 1-26-06	Check here if policy should appear in campus handbook:	<input checked="" type="checkbox"/>	