

Category (based on primary affiliation with the University)	Sub-category	Definition	Effective Date	Assigned Class of Service (COS)	Access Disabled (see foot notes for additional information)	Mailbox Deleted	Grace Period for Restoration of Mailbox
Employee	Faculty Lecturers	Faculty (FA) and Full-Time Lecturers (LE)	Date of hire	COS1	Voluntary termination (non-retired) - the day after the effective termination date Involuntary termination date as specified by HR	3 months after disabled	3 Months
	Adjunct Lecturers	Adjunct Lecturers (LL)	Date of hire	COS1	Voluntary termination (non-retired) - the day after the effective termination date Involuntary termination date as specified by HR	3 months after disabled	3 Months
			Date of start of first term NOT actively teaching	COS3	13 months after last day of last term teaching	3 months after disabled	3 Months
	Staff (including GAs)		Date of hire	COS1	Voluntary termination - the day after the effective termination date Involuntary termination - date as specified by HR	3 months after disabled	3 Months
Retiree / Emeritus			Date of retirement OR date Emeritus status is entered into Banner	COS2	Death OR 24 mos inactivity, whichever comes first	3 months after disabled	None
Student Includes ECA Students	Admitted	No my.emich activation AND not enrolled for current/future term	Date of admission	COS5	Last day of term applied for, if not enrolled	1 month after disabled	None
		Activated my.emich account, not enrolled for current/future term	Date of activation	COS3	Last day of term applied for, if not enrolled	1 month after disabled	None
	Enrolled/Registered	Registered for class in current or future term	Date of enrollment	COS2	Date the student has not been enrolled for 8 continuous semesters	3 months after disabled	None
EMU degree holder	During the first 6 months following graduation	Graduate of EMU AND not admitted OR enrolled for any term after the graduation term	Date of graduation	COS2	N/A	6 months after graduation date	None
	After the first 6 months following graduation	Graduate of EMU AND not admitted OR enrolled for any term after the graduation term	6 months after date of graduation OR upon notification of forwarding email address, whichever comes first	COS4 (forward only)	Death	Death	None
SEVIS (Student and Exchange Visitor Information System)	Non-immigrant students and exchange visitors	EMU is required to be in contact with any person within the SEVIS program	Start of first term of non-enrollment	COS2	33 months after last term enrolled (This overrides any other account disablement date)	6 months after effective date	None
Student Organization		Recognized EMU student Organization as determined by the Department of Campus Life. The account should be assigned to an organizations advisory person(s). All student organizations must be recognized by the Dept. of Campus Life and complete their update forms	Upon request	COS2 or COS3 is available upon request. COS is determined based upon amount of space required	13 Months Aug 1 - Sept 30. Each November non-renewed Student Organization Accounts are disabled. Organization Advisor must request renewal each year	In January	None
EMU partner / affiliate	Foundation Military Science ADEFA ECA Staff *Independent Contractor *Special Account *Acct created by Postmaster (not)	Not paid through the Banner payroll system.	Date of hire	COS1	Date of termination	3 months after disabled	None
Departmental Account		Accounts created for an EMU business purpose	Upon request	COS2 or COS3 is available upon request. COS is determined based upon amount of space required	1 year after creation or renewal date	3 month	None

Glossary of Terms

Access Disabled - The user will not be able to login to the mailbox, but the mailbox will continue to receive email.

Mailbox Deleted - The mailbox containing all stored email will be deleted from the email system. The user will not be able to login to the mailbox, and all email sent to the mailbox will be returned to the sender as undeliverable.

Grace Period for Restoration of Mailbox - This is the period of time after the mailbox is deleted from the email system in which the mailbox, including all settings and stored email, can be restored to the email system. After this time, all stored email and settings will be lost.

Class of Service - More information about Class of Service can be obtained on the Eaglemail Training Web Site at <http://www.emich.edu/training/email/pbasics/pbasics-9-cos.php>

1 Any account will be disabled upon notice of death or incompetency.

2 Any account will be immediately disabled upon receipt of authorization from Office of Student Conduct and Community Standards or HR.