

Name of Policy: Student Account Retention Policy
Source: Campus Technology
Form to Complete: N/A

Purpose

The purpose of this policy is to provide guidelines for KCAI account retention for degree seeking students enrolled at the Kansas City Art Institute.

Definition

Upon acceptance to KCAI, students will be assigned a KCAI email address in the form of "username@students.kcai.edu". In addition, students will gain access to several systems and software titles, including, but not limited to: Google Workspace (Google Drive, Google Docs, etc.), Office365, Adobe Creative Suite, etc.

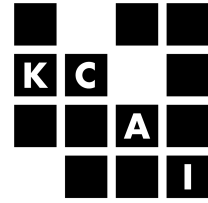
Scope

This policy applies to all degree seeking KCAI students.

Policy

Students will retain access to a KCAI account for the duration of their enrollment at KCAI. Accounts will be terminated upon:

- Graduation: Access to this account and all KCAI provided services will be disabled ten weeks after the date of graduation confirmation. Alumni may retain their data (emails, contacts, Google Drive documents, etc.) generated during their tenure at KCAI by migrating their data to another account or service before they lose access to their account. Campus Technology highly



recommends Google Takeout (<https://takeout.google.com>) to facilitate the data export.

- **Withdrawal:** When a student withdraws from KCAI before graduating, they will retain access to their KCAI email account for two years or four semesters, the maximum amount of time allowed for a leave of absence. During the leave of absence, KCAI email should only be used to communicate with KCAI faculty and administration. All other services (including, but not limited to: Google Drive, Google Meet, Office365, and Adobe Creative Suite) will be terminated on the date of withdrawal.

In addition, CT **strongly** recommends that students do not use their KCAI email account to set up any external accounts as access to these accounts will no longer be available after the KCAI account is disabled.