

**ALLEN COLLEGE  
STANDARD OPERATING PROCEDURE**

Supersedes: 5/06 (formerly 2-E-800-01), 8/08, 7/13

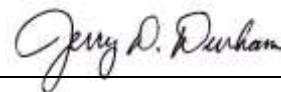
No: 2-E-500-01

Date: July 2017

Required Review Date: July 2021

Written By: Administration/  
Student Services

Approved By:



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Jerry D. Durham, PhD, RN, FAAN  
Chancellor

**SUBJECT:** Student E-mail and Computer Lab Access

**PURPOSE:** To allow Allen College students sufficient access to authorized e-mail and computer lab

**EFFECTIVE**

**FOR:** Allen College Students

**POLICY:** Students are granted Allen College e-mail accounts and computer lab access while attending Allen College and for a designated time after graduation from Allen College.

**PROCEDURE:**

1. Students shall receive their Allen College e-mail address and password information prior to attending classes at Allen College. Badges will be distributed within the first few weeks of classes. The Allen College student ID badge permits computer lab access and access to UnityPoint – Allen Hospital as determined by the student’s program.
2. Upon withdrawal, student e-mail and computer lab access will be terminated immediately. The badge is required to be returned to Student Services.
3. Upon graduation from Allen College, students will be granted e-mail and lab access through the date indicated as follows: February 1 of the following year for December graduates; July 1 of the current year for May graduates; and October 1 of the current year for August graduates. E-mail and computer lab access will be terminated as of the indicated dates unless additional access is requested and granted. The student ID badge shall be returned to Student Services once access is terminated.
4. Additional access may be granted in one-month increments per student request. This request must be made to the Student Services office and needs to include a reason for the need of additional access. Access will be granted at the discretion of Allen College.
5. Please refer to the following e-mail related UnityPoint Health Policies found on the Allen intranet for more information:
  - Electronic Messaging
  - Encryption
  - Virus Detection