



Student CCSFMail Standards and Guidelines

Presented to Tech committee March 15, 2022

- CCSFmail is the official student email account used at the City College of San Francisco.
- City College of San Francisco automatically creates CCSFmail (Google Gmail) accounts for all students. All official CCSF communications are sent to this account and not to any other email accounts.
- CCSF will delete inactive accounts including all stored files. Student accounts with no academic activity and/or College Services for 12 months will be sent email notifications one month before deletion. Students will receive notification one month prior to deletion.
- Email accounts for withdrawn or suspended students will be suspended/terminated at the direction of the Student Conduct Office. Suspended accounts will only be reactivated at the direction of the Student Conduct Office.
- Student email accounts will remain in effect as long as the student remains enrolled in the College.
- The purpose of your assigned CCSF account is to provide the primary means of communication with CCSF and to store files for educational purposes while enrolled. Any commercial or fraudulent use of these accounts that impacts the integrity of the system will not be tolerated. Student accounts with unacceptable use will be reported to Student Conduct Office. Student Conduct Office will notify the user that they're consuming an excessive share of the resource. Failure to comply with this will result in suspension or termination of access.