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Policy Title:	Account Policy

Governing Body:	Finance and Administration	Policy Number:	FAD.037
Policy Contact:	Chief Information Officer	Date Revised:	11/06/2014
Custodial Office:	Vice President, Finance and Administration	Date Approved:	11/06/2014
Approved By:	President/Cabinet	Next Review:	11/06/2016
Related Policy:	Collective Bargaining Agreement Oregon University System and SEUI Local 503, OPEU SOU Computing Resources Acceptable Use Policy FAD.038 http://sou.edu/policies/Computing-Resources-Acceptable-Use.pdf SOU Information Security Policy FAD.040 http://sou.edu/policies/Information-Security.pdf		

A. Purpose

This policy defines the purpose and eligibility for the request and creation of user, generic, and resource accounts.

B. Definitions

Generic Account - An account that is intended for shared use.

Network Account - This account allows faculty, staff, and students to access university technology resources. These accounts include but are not limited to email, shared network space, and administrative systems.

Special Access Account - This account provides access to specific computer systems, including applications such as Banner, PowerFAIDS, and others.

Resource Account - These are e-mail only or calendar only accounts. They do not permit access to any other systems.

Guest Account – A network or special access account provided on a temporary basis under special circumstances to official guests, vendors, or other affiliates of the university.

C. Policy Statement

1. Eligibility

All faculty and staff are entitled to network accounts during the term of their employment. Faculty Emeriti may keep their account indefinitely.

University departments and official student organizations may request e-mail resource accounts through the Department of Information Technology.

Requests for generic accounts are deeply discouraged and generic accounts will only be created upon review by the Department of Information Technology.

All currently registered students are entitled to a network account. Students are no longer eligible for an network account when one of the following conditions are met:

  a. an undergraduate or graduate student has not registered for a class for one (1) year, which is defined as three consecutive quarters,
  b. the student has officially withdrawn from the university,
  c. the student has graduated from the university and the grace period has expired, or
  d. the student has requested their account be deleted, provided they are no longer affiliated with the university.

All faculty, staff, and students are required to adhere to the *Computing Resources Acceptable Use Policy.*

Guest accounts are provided only under special circumstances, such as contractual obligations, student exchanges, or other instances where there is a formalized relationship between the guest and the university. All guest account requests must include an expiration date and require the approval of the Department of Information Technology.

2. Loss of Eligibility and Account Retention

When a faculty or staff member is no longer employed by the university, his or her access to all electronic resources will be immediately disabled unless arrangements are made with the Department of Information Technology. This does not apply to faculty emeriti. See the *Account Request and Closure Procedure* for additional information.

When a student has graduated from the university, their account will be retained for up to one year from their graduation date.

When a student has not registered for a class within the previous year (as defined above) or they have withdrawn from the university, their account is subject to immediate suspension and deletion. See the *Account Request and Deletion Procedure* for additional information.

Guest accounts are immediately disabled upon reaching their expiration date and are subject to deletion. See the *Account Request and Deletion Procedure* for additional information.

3. Periodic Account Review

The department of Information Technology will periodically review network accounts for continued eligibility.

This policy may be revised at any time without notice. All revisions supersede prior policy and are effective immediately upon approval.

D. Policy Consultation

Business Affairs Council, Tech Council, Provost's Advisory Council

E. Associated Procedures or Other Information

Account Request and Closure Procedure
Password Complexity Requirements and Password Expiration Procedure
The Policy Contact, defined above, will write and maintain the procedures related to this policy and these procedures will be made available within the Custodial Office.