



RUTGERS POLICY

Section: 70.2.1

Section Title: Legacy UMDNJ policies associated with Information Technology

Policy Name: Cancellation of Access to University Assets

Formerly Book: N/A

Approval Authority: Senior Vice President for Administration

Responsible Executive: Vice President for Information Technology and Chief Information Officer

Responsible Office: Office of Information Technology (OIT)

Originally Issued: July 1, 2013

Revisions: Originally 00-01-10-160:00 at UMDNJ; 10/10/2013 (Updated title)

Errors or changes? oitpolicy@rutgers.edu

1. **Policy Statement**
Access to the Rutgers, The State University of New Jersey, information systems is granted to individuals with a demonstrable need for access. When an individual is no longer affiliated with the University and no longer requires access to the University's information systems, it is the responsibility of the department to notify OIT to cancel access to all systems.
2. **Reason for Policy**
To set policy to ensure the timely de-provisioning/cancellation of access to University provided assets, both electronic and physical, for both students and employees (faculty and staff) upon separation from or transfer within the University.
3. **Who Should Read This Policy**
This policy applies to any individual responsible for the management, operation, and/or maintenance of the legacy UMDNJ information technology services and/or environment. If you are uncertain whether this policy applies to you, please contact your direct supervisor.
4. **Related Documents**
N/A
5. **Contacts**
oihelp@rutgers.edu
6. **The Policy**

70.2.1 CANCELLATION OF ACCESS TO UNIVERSITY ASSETS

- I. Requirements:
 - A. Asset providers shall have written plans describing procedures for implementing this policy as well as other pertinent policies. These plans should address the separation categories as specified in Exhibits B – D.

- B. Asset providers shall utilize the plans above to de-provision/cancel resources. Audit trails/logs will be generated for all de-provisioning actions. Logs shall be kept for a period determined by the Records Management policy.
- C. Asset providers shall also have written plans for self-auditing processes. These plans shall be used by Asset providers to self-audit their systems/operations at least semi-annually to assure compliance with this policy.
- D. Asset providers shall periodically review and update both the de-provisioning and self-auditing plans. Copies of these plans shall be provided to the Vice President for Information Technology and Chief Information Officer.

II. Enforcement:

- A. Asset providers shall perform self audits semi-annually.
- B. The Office of Ethics and Compliance and/or the Internal Audit Department shall conduct audits to ensure compliance with this policy when deemed appropriate.

III. Exceptions:

Exceptions to this policy shall be approved by the Office of Ethics and Compliance (OEC).

IV. EXHIBITS

- A. Definitions of Separation Categories
- B. Timelines for Separation Categories by Area -- Student
- C. Timelines for Separation Categories by Area -- Faculty
- D. Timelines for Separation Categories by Area -- Staff

EXHIBIT A
Definitions of Separation Categories

- A. **Employees (faculty and staff):**
- B. **Death** - Employee is deceased.
- C. **Involuntary Separation** - Termination due to reasons constituting just cause by the University, or release during the probationary or introductory period.
- D. **Layoff/Reduction in Force** - Termination based upon an action initiated by a department head as a result of the elimination or reductions in positions, funding, and grants, reduced or changed work requirements, or departmental reorganization.
- E. **Non-reappointment (faculty only)** - Written notice that a term appointment is not to be renewed upon expiration (as defined in the University Bylaws).
- F. **Resignation** - Voluntary separation from the University initiated by an employee.
- G. **Retirement** - Voluntary separation from the University upon meeting the State of New Jersey's categorization as retired based on eligibility rules established by the State and requires application to the Division of Pensions and Benefits.
- H. **Suspension** - Stage in disciplinary process where an employee is removed with or without pay from his or her job for a certain time.
- I. **Termination** - Cessation of the employment relationship between the University and employee.
- J. **Termination At-Will (faculty only)** – The service of individuals in any qualified rank may be terminated at will by the Dean of the schools (as defined in the University Bylaws).
- K. **Transfer** - Move from one position to another.
- L. **Students:**
 - 1. **Death** – Student is deceased.
 - 2. **Graduate** - Student who has successfully completed the requirement for their specific program of study and has passed through a school approval process if it exists.
 - 3. **Suspension** - Situation in which a student is barred from enrollment for a specified period of time due to failure to meet academic standards or violation of School/University policies. There may be requirements placed upon the student for activities that must be undertaken during the suspension in order to be eligible for reinstatement or readmission. School policy determines whether a student is reinstated or readmitted following suspension.
 - 4. **Transfer** - Move from one Rutgers school to another.
 - 5. **Withdrawn** - Situation in which a student's enrollment is officially terminated (either voluntarily through approved application by the student or by the School's administrative action as a result of student's failure to re-enroll, or involuntarily due to the decision of school personnel); readmission to that School may require formal re-application.

EXHIBIT B

Timelines for Separation Categories by Area — STUDENT

Area	Separation Category				
	Graduated	Withdrawn	Deceased	Suspension	Transfer
Active Directory	remove access within 2 business days	remove access within 2 business days	remove access within 2 business days	remove access within 2 business days	retain access
Banner Access	N/A	N/A	N/A	N/A	N/A
E-Learning	remove access within 30 days	remove access within 30 days	remove within 2 business days	retain access unless required by authorized Manager	retain access
E-mail	4 months	remove access within 24 hrs	remove access within 24 hrs	retain access	retain access
Healthcare Systems	remove access within 2 business days	remove access within 2 business days	remove access within 2 business days	retain until status changes	remove access within 2 business day
Library	remove access within 3 months	remove access within 2 business days	remove access within 2 business days	retain access	retain access
Portal	retain access	remove access within 2 business days	remove access within 2 business days	retain access unless required by authorized Manager	retain access
Public Safety	remove access within 12 hrs	remove access within 1 hour	remove access within 12 hrs	remove access within 1 hour	remove access within 12 hrs
Telephony	deactivate within 2 business days of receipt of the form(s)	deactivate within 2 business days of receipt of the form(s)	deactivate within 2 business days of receipt of the form(s)	deactivate within 2 business days of receipt of the form(s)	deactivate within 2 business days of receipt of the form(s)

EXHIBIT C

Timelines for Separation Categories by Area — FACULTY

Area	Separation Category									
	Death	Involuntary Separation	Layoff	Non-Reapp't	Resignation	Retirement	Suspension	Termination	Termination at will	Transfer
Active Directory	remove access within 2 business days	remove access within 2 business days	remove access within 2 business days	remove access within 2 business days	remove access within 2 business days	remove access within 2 business days	remove access within 2 business days	remove access within 2 business days	remove access within 2 business days	retain access
Banner Access	remove access within 2 business days	remove access within 2 business days	remove access within 2 business days	remove access within 2 business days	remove access within 2 business days	remove access within 2 business days	retain access unless required by authorized Manager	remove access within 2 business days	remove access within 2 business days	retain access unless required by authorized Manager
E-Learning	remove access within 2 business days	remove access within 1 business day	remove access within one month	remove within 2 days of completion of academic obligations	remove access within 2 business days	remove access within one month	retain access unless required by authorized Manager	remove access within 1 business day	remove access within 2 business days	retain access unless required by authorized Manager
E-mail	remove access within 24 hrs	remove access within 24 hrs	remove access within 24 hrs	remove access within 24 hrs	remove access within 24 hrs	retain access	remove access within 24 hrs	remove access within 24 hrs	remove access within 24 hrs	retain access
Healthcare Systems	remove access within 2 business days	remove access immediately	remove access within 2 business days	remove access within 2 business days	remove access within 2 business days	remove access within 2 business days unless requested by authorized Manager	retain access	remove access within 2 business days	remove access immediately	remove access within 2 business days
Library	remove access within 2	remove access within 2	remove access within 2	remove access within 2	remove access within 2 business	retain access	retain access	remove access within 2	remove access within 2	retain access

Area	Separation Category									
	Death	Involuntary Separation	Layoff	Non-Reapp't	Resignation	Retirement	Suspension	Termination	Termination at will	Transfer
	business days	business days	business days	business days	days			business days	business days	
Portal	remove access within 2 business days	remove access within 1 business day	remove access within one month	remove within 2 days of completion of academic obligations	remove access within 2 business days	remove access within one month	retain access unless required by authorized Manager	remove access within 1 business day	remove access within 2 business days	retain access unless required by authorized Manager
Public Safety	remove access within 12 hours	remove access within 1 hour	remove access within 1 hour	remove access within 1 hour	remove access within 12 hours	remove access within 12 hours	remove access within 1 hour	remove access within 1 hour	remove access within 1 hour	remove access within 12 hours
Telephony	deactivate within 2 business days of receipt of the form(s)	deactivate within 2 business days of receipt of the form(s)	deactivate within 2 business days of receipt of the form(s)	deactivate within 2 business days of receipt of the form(s)	deactivate within 2 business days of receipt of the form(s)	deactivate within 2 business days of receipt of the form(s)	deactivate within 2 business days of receipt of the form(s)	deactivate within 2 business days of receipt of the form(s)	deactivate within 2 business days of receipt of the form(s)	deactivate within 2 business days of receipt of the form(s)

EXHIBIT D

Timelines for Separation Categories by Area — STAFF

Area	Separation Category							
	Deceased	Involuntary Separation	Layoff	Resignation	Retirement	Suspension	Termination	Transfer
Active Directory	remove access within 2 business days	remove access within 2 business days	remove access within 2 business days	remove access within 2 business days	remove access within 2 business days	remove access within 2 business days	remove access within 2 business days	retain access
Banner Access	remove access within 2 business days	remove access within 2 business days	remove access within 2 business days	remove access within 2 business days	remove access within 2 business days	retain access unless required by authorized Manager	remove access within 2 business days	retain access unless required by authorized Manager
E-Learning	remove within 2 business days	remove within 1 business day	remove within one month	remove within 2 business days	remove within one month	retain access unless required by authorized Manager	remove within 2 business days	retain access
E-mail	remove access within 24 hrs	remove access within 24 hrs	remove access within 24 hrs	remove access within 24 hrs	remove access within 24 hrs	remove access within 24 hrs	remove access within 24 hrs	retain access
Healthcare Systems	remove access within 2 business days	remove access immediately	remove access within 2 business days	remove access within 2 business days	remove access within 2 business days unless requested by authorized Manager	retain access	remove access within 2 business days	remove access within 2 business days
Library	remove access within 2 business days	remove access within 2 business days	remove access within 2 business days	remove access within 2 business days	remove access within 2 business days	retain access	remove access within 2 business days	retain access
Portal	remove access within 2 business	remove access within 1 business	remove access within one month	remove access within 2 business	remove within one month	retain access unless required by	remove access within 2 business days	retain access

Area	Separation Category							
	Deceased	Involuntary Separation	Layoff	Resignation	Retirement	Suspension	Termination	Transfer
	days	day		days		authorized Manager		
Public Safety	remove access within 12 hours	remove access within 1 hour	remove access within 1 hour	remove access within 12 hours	remove access within 12 hours	remove access within 1 hour	remove access within 1 hour	remove access within 12 hours
Telephony	deactivate within 2 business days of receipt of the form(s)	deactivate within 2 business days of receipt of the form(s)	deactivate within 2 business days of receipt of the form(s)	deactivate within 2 business days of receipt of the form(s)	deactivate within 2 business days of receipt of the form(s)	deactivate within 2 business days of receipt of the form(s)	deactivate within 2 business days of receipt of the form(s)	deactivate within 2 business days of receipt of the form(s)