



Account Deactivation Policy

1. POLICY STATEMENT SUMMARY

Bucknell University recognizes the need for its community members to access network resources for the purposes of education and employment. User accounts are created by entering data into various administrative systems which triggers an event in the account management system to create a user account with the appropriate access and privileges. A user's role within the university designates the level of access/privileges. When a user's relationship to the university changes or terminates, such account access must be evaluated and deactivated, as appropriate.

2. SCOPE

This policy applies to all individuals with university accounts.

3. OBJECTIVE

The purpose of this policy is to set forth conditions for the deactivation of user accounts.

4. DEFINITIONS

- a) *User*: An individual with privileges on university computing systems and services.
- b) *User Account or Account*: An established relationship between a user and university computing system or service that grants access to services based on that individual's role or purpose at Bucknell at a particular time. Examples include email, library databases, network file shares, and Google Drive.
- c) *Deactivation of user accounts*: Rendering a user's account inaccessible to the user.

5. DEACTIVATION OF ACCOUNTS

Accounts at Bucknell University are intended to provide access necessary for professional, scholarly, and academic purposes during an affiliation with the University. When an individual's relationship with the university ends or changes, account accesses will be deactivated as appropriate.

- a) Deactivation by account type:

- i. Students - All account accesses other than email are deactivated 13 weeks after graduation, or immediately upon separation for reasons other than graduation. Email access is deactivated immediately upon separation for students who have not attained alumni status.
 - ii. Staff – Account access is deactivated on the last day of employment. If compelling business reasons necessitate a delay in deactivation, supervisors are responsible for seeking an exception as set forth below.
 - iii. Faculty - Tenured and tenure-track faculty who retire will retain email account access. Other account access will be deactivated consistent with the terms of governing licenses, contracts and/or laws. Account access of tenure and tenure-track faculty separating from the University for reasons other than retirement, and those of all other non-tenured or tenure-track faculty (e.g., visiting professors, adjuncts), will be deactivated on the last date of employment.
 - iv. Temporary Employees/Contractors/Consultants/Volunteers – Account access will be deactivated on the last date of affiliation with the university.
- b) Account access will not be provided for spouses/spouse equivalents and dependents.
- c) Changes in University Affiliation or Status
- i. Student Employee – When employment with a department ends but enrollment as student continues, any account access to employment-based departmental information will be deactivated.
 - ii. Employee changes departments - If an employee changes departments within Bucknell University, any departmental access granted in connection with the prior position will be deactivated.
 - iii. Access during leaves of absence will be addressed on a case-by-case basis.

6. EXCEPTIONS

Requests for exceptions to this policy will be reviewed by Human Resources in consultation with Library and Information Technology and other appropriate offices. Exceptions will be reviewed on an ongoing basis to ensure they are still valid. Account access will be deactivated once an exception is deemed invalid.

Effective: June 1, 2016