Account Termination Policy

Effective Date: December 2018

Office: Information Technology

PURPOSE:

To protect University assets and to comply with federal and state regulation, Information Technology maintains account access throughout the enrollment, employment or other relationship and removes access when appropriate and necessary. This policy sets the standard for removal of accounts for UIndy constituents.

REFERENCE DOCUMENTS/ RELATED INFORMATION:

SCOPE:

All UIndy students, faculty and staff.

Definition:
UIndy Account – A centralized electronic account assigned to a person allowing access to G Suite for Education (Gmail, Calendar & Drive), Banner, Ace, My UIndy, library resources, computers, networks and all other systems and applications operated or maintained by the University of Indianapolis.

POLICY HISTORY:
V1.0 – 11/02/2018

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POLICY STATEMENT:

Access to accounts at the University of Indianapolis is a privilege, not an absolute right. Any access made available to any person pursuant to this policy is made available by the University of Indianapolis as a courtesy. Any access made available hereunder may be limited or terminated at any time in the University's sole discretion. This policy is not intended, and should not be construed, to confer property or ownership rights of any kind to any person whatsoever in email accounts, contents, or systems which may at any time be offered, maintained, or managed by the University of Indianapolis. The University is not responsible for any changes in licensing that may occur.

Faculty
Faculty who will no longer continue to be employed by the University of Indianapolis will have two (2) weeks after their employment ends. This grace period allows time for faculty to complete any outstanding tasks related to the course(s) they are teaching. Any and all account transition processes associated with the departure of the faculty member should be completed prior to the last day of the employment. Employees whose employment is ending but will remain actively enrolled in classes will be required to continue their student work with a new UIndy account. If requested, Information Technology can provide assistance transferring data or ownership of data to alternate user(s) designated by the supervisor. Adjunct faculty will be reviewed annually to determine if continued access is necessary.

Staff
Staff no longer employed by the University will have their UIndy account access terminated on employee's last official day at the University, unless other arrangements are made with Human Resources and Information Technology. Employees whose employment is ending but will remain actively enrolled in classes will be required to continue their student work with a new UIndy account. If requested, Information Technology can provide assistance transferring data or ownership of data to alternate user(s) designated by the supervisor.

Emeritus Faculty and Staff
Retiring faculty or staff who have been granted Emeritus status by the Board of Trustees of the University of Indianapolis, will retain access to all G Suite for Education services (or the mail platform's successor) for life. In order to retain access, emeritus faculty and staff must log in once every six months or the account may be terminated.

Students
Access to all UIndy account services except G Suite for Education will be removed four (4) months after the last date of enrollment. Students are granted access to G Suite for Education services (e.g., Gmail, Calendar, Drive) for one (1) year after the last date of enrollment. Access can only be restored upon re-enrollment.