



## UNIVERSITY POLICY

<b>SUBJECT:</b>	ADMINISTRATION	<b>TITLE:</b>	CANCELLATION OF ACCESS TO UNIVERSITY ASSETS		
<b>CATEGORY: Check One</b>	<b>Board of Trustees</b> <input type="checkbox"/>	<b>Presidential</b> <input checked="" type="checkbox"/>	<b>Functional</b> <input type="checkbox"/>	<b>School/Unit</b> <input type="checkbox"/>	
<b>Responsible Executive:</b>	Vice President for Information Services and Technology		<b>Responsible Office:</b>	Information Services and Technology	
<b>CODING:</b>	00-01-10-160:00	<b>ADOPTED:</b>	04/27/09	<b>AMENDED:</b>	05/10/11
				<b>LAST REVIEWED:</b> 05/10/11	

### I. PURPOSE

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.

### II. ACCOUNTABILITY

Under the President, the Senior Vice President for Administration and the Vice President for Information Services and Technology (IST) shall ensure compliance with this policy. The Deans, President/CEOs of the Healthcare Units, Vice Presidents, IST Directors, Associate Deans for Student Affairs, and individual managers shall implement this policy.

### III. APPLICABILITY

This policy applies to all UMDNJ students and employees (faculty and staff) who have been provided University electronic and/or physical resources.

### IV. DEFINITIONS

- A. **Employee** – An individual paid through UMDNJ payroll
- B. **Electronic Resources** – Material (data and/or program(s)) encoded for manipulation by a computerized device. This material may require the use of a peripheral directly connected to a computerized device (e.g., CD-ROM drive) or a connection to a computer network (e.g., the Internet). Examples include, but are not limited to, e-mail, authentication / authorization directory systems such as LDAP or Active Directory, databases and web applications.
- C. **Physical Resources** – Items issued to a student or employee that are owned or leased by a University entity. Examples include, but are not limited to, computers, books, tools, keys, cell phones, pagers and uniforms.
- D. **Provisioning/De-Provisioning/Cancellation** – The providing and/or removal of any computing, networking, telephony, physical or information resources owned by, procured through, operated or contracted by the University.
- E. **Self-Audit** – Self-auditing is a process by which an individual, organization, or business takes ongoing internal steps to objectively analyze, monitor, and evaluate itself without external

guidance or oversight. Analysis may include a comprehensive scrutiny of business expenditures and computer system log files to determine usage, resource availability, and possible abuse. The steps to monitor may include establishing methodologies for streamlining and automating the ability to continually determine proper allocation of resources and assets. The eventual goal of self-auditing is to create a quantifiable assessment indicating areas where revisions or improvements in desirable business practices may be needed.

- F. **Student** – An individual registered on a matriculated or non-matriculated basis whose status is confirmed by the School.
- G. **Asset Provider** – A department or group within a University organization responsible for managing and maintaining any electronic and/or physical resources for the UMDNJ community.
- H. **Remove/Deactivate Asset** – Disable an individual’s access to the asset. Refer to the University’s Legal Management and/or the Office of Ethics, Compliance, and Corporate Integrity for policies for removal of data stored within the asset.
- I. **Separation Categories** – See EXHIBIT A.

## V. REFERENCES

- A. Records Management [00-01-10-50:00](#)
- B. Protection of Sensitive Electronic Information (SEI) [00-01-15-50:00](#)
- C. Family Educational Rights and Privacy Act [00-01-25-05:00](#)
- D. Voluntary Furloughs [00-01-30-65:00](#)
- E. Patient Confidentiality and Health Information [00-01-40-60:00](#)
- F. Access to University Administered Software Systems [00-01-95-10:00](#)
- G. Rights and Responsibilities for the Use of University-Accessed Electronic Information Systems [00-01-95-10:05](#)
- H. Separation from Employment [30-01-20-75:00](#)
- I. Health Insurance Portability and Accountability Act:  
<http://www2.umdj.edu/hipaaweb/index.htm>

## VI. POLICY

- A. Requirements:
  - 1. Asset Providers shall have written plans describing procedures for implementing this policy as well as other pertinent policies (see REFERENCES). These plans should address the separation categories as specified in EXHIBITS B-D.
  - 2. 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.
  - 3. 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.
  - 4. 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 Services & Technology.

B. Enforcement:

1. Asset Providers shall perform self audits semi-annually.
2. The Office of Ethics, Compliance, and Corporate Integrity and/or the Office of Internal Audit shall conduct audits to ensure compliance with this policy when deemed appropriate.

C. Exceptions:

Exceptions to this policy shall be approved by the Office of Ethics, Compliance, and Corporate Integrity.

VII. PROCEDURES

A. Steps for Separation from the University:

1. Complete the appropriate forms.
  - a. Students – Schools shall update Banner with appropriate student status as defined in the Separation Categories Document within 2 business days of notification.
  - b. Faculty – School Faculty Affairs offices shall complete a Faculty Transaction Form (FTF) immediately upon written notification of a faculty member's separation. The Department Chair will provide completed Faculty Separation Checklist: [http://www.umdnj.edu/acadweb/FACULTYAFFAIRS/Forms/FACULTYSEPARATION\\_CHECKLIST.pdf](http://www.umdnj.edu/acadweb/FACULTYAFFAIRS/Forms/FACULTYSEPARATION_CHECKLIST.pdf) to the School Faculty Coordinator for placement in the faculty member's personnel file.
  - c. Staff – Schools and Units shall complete the Electronic Personnel Action Form (EPAF) immediately upon notification of an employee's separation.
2. Human Resources shall update Banner for employees with the appropriate status as defined in the Separation Categories Document within the appropriate payroll cycle.
3. The UMDNJ employee requesting services for UMDNJ non-paid personnel (volunteers, vendors, contractors, etc) is responsible for notifying the asset providers when these services are no longer required.
4. A Banner data extract, Separations Report, shall be distributed in electronic format to Asset Providers daily. The report lists the status of each role (Faculty, Staff, Student) an individual has. If someone has dual roles and is terminated from one role while continues to be active in the other, it is the responsibility of the asset provider to determine which assets are to be removed/deactivated.
5. Upon receipt of the report, Asset Providers shall implement their de-provisioning procedures.
6. Upon separation, Employees shall return physical resources to the hiring department. Students shall return physical resources to their school.

B. Steps for Transfer within the University:

1. Complete the appropriate forms.
  - a. Students – Schools shall update Banner with appropriate student status as defined in the Separation Categories Document within 2 business days of notification.
  - b. Faculty – The hiring School Faculty Affairs Office shall complete a Faculty Transaction Form (FTF) and submit the approved FTF to the Department of

Human Resources (HR) along with the separation FTF from the departing School. Upon receipt, HR will process the actions in BANNER

- c. Staff – The hiring department shall complete the Staff Position Transaction Form (SPTF) and submit it to the Department of Human Resources for posting. Upon employee’s acceptance of a new position HR Generalist shall complete the Staff Position Transaction Form (SPTF).
2. Human Resources shall update Banner for employees with the appropriate status as defined in the Separation Categories Document within the appropriate payroll cycle.
  3. A Banner data extract, Separations Report, shall be distributed in electronic format to Asset Providers daily.
  4. Upon receipt of the report, Asset Providers shall implement their de-provisioning procedures. Email and network access will be retained; other services shall be re-validated for appropriateness.
- C. Steps for Emergency Cancellation of Access to University Assets:
1. In addition to the procedures for separation above, it may be necessary to follow the Emergency Cancellation procedure:
    - a. Contact your local school or unit IT representative or email [ISTHelp@umdnj.edu](mailto:ISTHelp@umdnj.edu) for an emergency de-provisioning. Notification requires the following information:

Name – last, first and middle initial  
Reserved University ID – RUID  
University ID – A#
    - b. If the school or unit IT representative is contacted directly, they shall email [ISTHelp@umdnj.edu](mailto:ISTHelp@umdnj.edu) with the above information.
    - c. The IST Service Center shall create a HEAT call tracking ticket for the requested emergency de-provisioning. An email is generated to the Asset Providers prompting an immediate cancellation of services.

### VIII. NON-COMPLIANCE SANCTIONS

Violations of these tenets can expose the University to regulatory and/or statutory penalties, costly litigation, and undermine its mission and standing in the community. Any individual who violates this policy shall be subject to discipline up to and including dismissal from the University as well as civil and criminal penalties. Sanctions shall be applied consistently to all violators regardless of job titles or level in the organization.

### IX. EXHIBITS

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

By Direction of the President:

## **SIGNATURE ON FILE**

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Vice President for Information Services and Technology

Cancellation of Access to University Assets

Amended: 05/10/11

EXHIBIT A  
Definitions of Separation Categories



**Separation Categories**

**Employees (faculty and staff):**

- **Death** – Employee is deceased.
- **Involuntary Separation** – Termination due to reasons constituting just cause by the University, or release during the probationary or introductory period.
- **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.
- **Non-reappointment (faculty only)** – Written notice that a term appointment is not to be renewed upon expiration (as defined in the University Bylaws).
- **Resignation** – Voluntary separation from the University initiated by an employee.
- **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.
- **Suspension** – Stage in disciplinary process where an employee is removed with or without pay from his or her job for a certain time.
- **Termination** – Cessation of the employment relationship between the University and employee.
- **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).
- **Transfer** - Move from one position to another.

**Students:**

- **Death** – Student is deceased.
- **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.
- **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.
- **Transfer** – Move from one UMDNJ school to another
- **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	Death	Suspension	Transfer
<b>Active Directory</b>	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
<b>Banner Access</b>	N/A	N/A	N/A	N/A	N/A
<b>E-Learning</b>	remove access within 30 days	remove access within 30 days	remove within 2 business days	retain access unless required by authorized Manager	retain access
<b>E-mail</b>	4 months	remove access within 24 hours	remove access within 24 hours	retain access	retain access
<b>Healthcare Systems</b>	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
<b>Library</b>	remove access within 3 months	remove access within 2 business days	remove access within 2 business days	retain access	retain access
<b>Portal</b>	retain access	remove access within 2 business days	remove access within 2 business days	retain access unless required by authorized Manager	retain access
<b>Public Safety</b>	remove access within 12 hours	remove access within 1 hour	remove access within 12 hours	remove access within 1 hour	remove access within 12 hours
<b>Telephony</b>	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
<b>Active Directory</b>	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
<b>Banner Access</b>	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
<b>E-Learning</b>	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
<b>E-mail</b>	remove access within 24 hours	remove access within 24 hours	remove access within 24 hours	remove access within 24 hours	remove access within 24 hours	retain access	remove access within 24 hours	remove access within 24 hours	remove access within 24 hours	retain access
<b>Healthcare Systems</b>	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

EXHIBIT C (continued)

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
<b>Library</b>	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	retain access	remove access within 2 business days	remove access within 2 business days	retain access
<b>Portal</b>	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
<b>Public Safety</b>	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
<b>Telephony</b>	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							
	Death	Involuntary Separation	Layoff	Resignation	Retirement	Suspension	Termination	Transfer
<b>Active Directory</b>	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
<b>Banner Access</b>	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
<b>E-Learning</b>	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
<b>E-mail</b>	remove access within 24 hours	remove access within 24 hours	remove access within 24 hours	remove access within 24 hours	remove access within 24 hours	remove access within 24 hours	remove access within 24 hours	retain access
<b>Healthcare Systems</b>	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
<b>Library</b>	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
<b>Portal</b>	remove access within 2 business days	remove access within 1 business day	remove access within one month	remove access within 2 business days	remove within one month	retain access unless required by authorized Manager	remove access within 2 business days	retain access

EXHIBIT D (continued)

**Timelines for Separation Categories by Area – STAFF**

AREA	SEPARATION CATEGORY							
	Death	Involuntary Separation	Layoff	Resignation	Retirement	Suspension	Termination	Transfer
<b>Public Safety</b>	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
<b>Telephony</b>	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)