



Intent to Plan a University Account Deactivation and Removal Policy
Policy Number: CU-GA-78

30 Day Comment Period Notice:

Consonant with Series 4 (Rules, Guidelines and Other Policy Statements by Governing Boards) and Concord University Policy No. 11 (Adoption, Amendment, and Repeal of Policies- Rule on Rules), the Concord University Board of Governors approved the Intent to Plan a policy on University Account Deactivation and Removal at their meeting on June 04, 2024.

As cyber security continues to be a safety concern for higher education across the country, the University is in need of a Policy regarding the deactivation and removal of accounts for Concord University students and employees who leave the university, whether by involuntary separation/termination or in good standing such as retirement or separation, as well as those who are provided account access due to contracting with the University. This Policy will provide protocols for deactivation, removal, and access to information stored within the accounts for those who legally have ownership of certain information (i.e., intellectual property rights) and for those who retire in good standing or are awarded emeriti status. Removing account access post-employment is a necessary step to prevent potential disclosure of confidential information stored within the accounts and a safety measure implemented to protect the University's information.

Please forward comments, preferably electronically to lwoolwine@concord.edu by **4:00 p.m. Friday, November 15, 2024.**