

 EASTERN MICHIGAN UNIVERSITY <small>DIVISION of INFORMATION TECHNOLOGY</small>	Policy	
	Effective Date	Date of Last Revision
	March 12, 2013	March 12, 2013

Chapter Name	
8.0 Security	
Chapter Number	Title
8.13	Suspension of Access Upon Management-Initiated Leave or Suspension of Authority

1.0 Purpose

The purpose of this policy is to require the suspension of access to physical information technology infrastructure as well as to electronic authority and accounts for any employee or entity subject to any management-initiated leave, suspension, or hiatus from employment, or contractual or other authority.

2.0 Scope

This policy shall apply to all employees, agents, contractors, or other entities having physical or electronic access to the electronic infrastructure, authority, and accounts administered by the Eastern Michigan University Division of Information Technology.

3.0 Policy

In the event any Eastern Michigan University employee, agent, contractor, or other entity with access to either the physical electronic infrastructure, or the authority or accounts used in operating any service, function, or privilege provided by the electronic infrastructure is subject to any management-initiated leave, suspension, or hiatus from employment, or contractual or other authority, then the access or authority of such person or entity shall be denied, revoked, removed, and shut down during the period of such leave, suspension, or hiatus.

Unless otherwise directed, this policy shall apply to:

1. Applicable building, room, and space access by swipe card or otherwise;
2. User ID for Banner, BOE, Xtender, AppWorx, and Workflow;
3. VPN access (if enabled); and
4. Such other access or accounts deemed necessary by the EMU management authority or the Chief Information Officer;

This policy shall not apply to my.emich and Eaglemail accounts for students, and for employees or other entities, unless my.emich or Eaglemail suspension is specified by the EMU management authority;

The return of access or authority shall be subject to the determination and definition of access privileges of and by the administrator managing the suspension.

4.0 Responsibility for Implementation

Subject to the direction of the Chief Information Officer, all Division of Information Technology employees controlling access or account authority which is the subject of this policy.

5.0 Enforcement

Any employee found to violate federal or State of Michigan laws, EMU policies, procedures or standards of conduct, will be subject to disciplinary action under University policy. Any student found to violate federal or State of Michigan laws, EMU policies, procedures or standards of conduct, will be subject to disciplinary action under EMU's Student Code of Conduct. Any suspected violation of state or federal laws will be reported to the appropriate legal authority for investigation.

The University reserves the right to protect its electronic resources from threats of immediate harm. This may include activities such as disconnecting an offending computer system from the campus network, terminating a running job on a computer system, or taking other action.

6.0 Definitions

Term	Definition
Management-Initiated Leave, suspension, or hiatus	Administrative-caused interruption of employment, contractual, or other privileges and attributes at or related to Eastern Michigan University

7.0 Revision History

Description	Approval Date
Initial draft	February 5, 2013
Approved by CIO	March 12, 2013