SWOSU Student Single Sign On (SSO) Account Deletion Policy

Overview

The SWOSU ITS Department is required to close and/or remove SWOSU student SSO accounts when the student becomes inactive. SWOSU has determined the procedures the ITS Department will follow in handling inactive student accounts to remove licenses and avoid future security issues. It is beneficial for all parties that the student SSO account removal process is clear as possible.

Purpose

The purpose of this policy it to define guidelines for the removal of inactive student accounts.

Scope

This SWOSU Student SSO Account Deletion Policy applies to all inactive students of SWOSU. All SWOSU students, employees and affiliates must comply with this policy.

Policy

Inactive SWOSU student accounts will be deleted periodically throughout the year. An account will be marked as eligible for deletion when:

1. A student has not registered for a class for one full semester (defined as the spring or fall semester) and is not currently admitted for a future semester.
2. The student has officially withdrawn from the university.
3. An active student has requested their account be deleted, provided they have clearance through the Dean of Students and Human Resources.

Deletion Process

When an inactive student account has been marked for deletion, the student will receive an email notification prior to deletion. When the account is deleted, the student will lose all access to any service which requires a SWOSU username and password. An example of this will be the GoSWOSU account that contains accounts such as email, Self Service, and Canvas. All files stored by SWOSU will be permanently deleted.

Policy Compliance

A. **Compliance Measurement** - The Executive Compliance Committee team will verify compliance to this policy through various methods, including but not limited to, business tool reports, internal and external audits, and feedback to the policy owner.
B. **Exceptions** - Any exception to the policy must be approved by the Executive Compliance Committee Team in advance.

Revision History

Date of Change	Responsible	Summary of Change
March 2021	ITS	Created as policy & Approved by ECC