



## **Active Directory/ Network Student Account Disabling and Deletion Policy**

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### **1.0 Active Directory/Network Student Account Disabling Policy**

In addition to a PeopleSoft account, students who enroll at UB receive a network (Active Directory) account to access email, file folders (M: and S: drives), lab computers, wireless network, and the internet. All student network accounts are set to be disabled based on the procedures below.

The current procedure for account disabling works as follows:

- Student network accounts remain open for two semesters following the last semester a student is enrolled at UB. The summer and winter semester is not relevant as far as calculating the two consecutive semesters
- Student network accounts are set to be disabled after two consecutive semesters of non-enrollment on either February 1<sup>st</sup> or September 1<sup>st</sup>. For example, if a student attended UB in the spring of 2018 and does not enroll for classes in the fall of 2018 and the spring of 2019: their network account would be disabled on February 1, 2019.
- If an individual return's to UB the semester after their account has been disabled but before the account has been deleted (see account deletion policy below), their account will be reactivated and all of their personal network files and emails will remain. For example, a student's account was disabled on February 1, 2019, and they have enrolled for the fall semester of 2019. All of their network files and emails will remain.

### **2.0 Active Directory/Network Student Account Deletion Policy**

Student network accounts are deleted if the student has not been enrolled for three or more consecutive semesters or has been dismissed from the University. This policy is based on input from the Office of the Provost regarding what they consider an active student. The summer and winter semester is not relevant as far as calculating the three consecutive semesters. The criteria for account deletion is as follows:

- On February 1<sup>st</sup> and September 1<sup>st</sup>, if a student has not been enrolled for three consecutive semesters their network account will be deleted. This includes email, and all M: and S: drive files. For example, if the student in the earlier example whose account was disabled on February 1, 2018, and they do not enroll for the fall of 2018 their account would be deleted on September 1, 2018. All emails and files would be permanently deleted.
- On February 1<sup>st</sup> and September 1<sup>st</sup>, if a student has been dismissed from the University, their network account will be deleted. This includes email, and all M: and S: drive files. For example, if a student is dismissed after the completion of the spring semester, their account would be deleted on September 1<sup>st</sup>. All emails and files would be permanently deleted.