

Policy #:	Title:	Effective Date:
GEN-001	UFnet Account Deletion	06/01/2008

Policy Description—Termination of UFnet accounts will be based on the following:

Student Accounts—Student UFnet accounts may be purged, along with all electronic files associated with such accounts after a student has not been registered for a UF course for a period of one year*. Upon request, students may have their account purged prior to this one year period. A minimum two week notice will be provided to users whose accounts are being deleted.

Faculty and staff accounts - ITS will delete faculty and staff accounts upon notification from the Human Resources Manager, or Assistant Human Resources Manager.

Non-UF Accounts (e.g., consultants or contractors) - Requestor of account will provide a date range to ITS for the use of the UFnet account. At the end-date the UFnet account will be disabled, unless notified by the requestor for an extension.

* One additional semester of access may be granted to those appealing in writing for an extension based on academic need. No further extensions will be granted beyond this additional semester.

Definitions—

UFnet Account—An electronic account which provides users with access to many electronic resources, including but not limited to domain log-in access, email, calendar and Blackboard services.

Rationale for Policy—To curb costs associated with UFnet accounts and related software licenses.

Responsible Department/Person—

The server and network team within Information Technology Services will be responsible for account deletion based on the policy cited above.

Reference/Related Information— Acceptable Use Policy

Who should be notified about this policy—All faculty, staff and students.

Issue Date: 06/01/2008

Modification History- Modified on 10/16/08 per conversation with Dr. Dan May, Vice President of Academic Affairs.