

# Alumni Offboarding Policy

## ROWAN UNIVERSITY POLICY

**Title:** Alumni Offboarding Policy

**Subject:** Information Resources and Technology

**Policy No:** IRT:2019:01

**Applies:** University-Wide

**Issuing Authority:** Senior Vice President for Information Resources and Technology and Chief Information Officer

**Responsible Officer:** Senior Vice President for Information Resources and Technology and Chief Information Officer & Senior Vice President for University Advancement

**Date Adopted:** 05/02/2019

**Last Revision:** 01/11/2022

**Last Review:** 01/11/2012

### I. PURPOSE

This policy is intended to outline and define offboarding expectations relating to Rowan NetID accounts and other related systems and services for past, present, and future alumni from Rowan University.

### II. ACCOUNTABILITY

Under the direction of the President, the Chief Information Officer, Senior Vice President for University Advancement and the Chief Information Security Officer shall ensure compliance with this policy.

### III. APPLICABILITY

1. This policy applies to all past, present, and future alumni that have no other active affiliation (e.g. employee, student, affiliate) with Rowan University.
2. This policy is retroactive and will supersede any previous agreements, policies and procedures relating to alumni from Rowan University.
3. Any and all conflicts regarding this policy will be resolved at the discretion of the Division of University Advancement and the Division of Information Resources & Technology.
4. This policy may be superseded by the [Separated and Retiring Employee Offboarding Policy](#) as defined in section III.1 of the previously mentioned document.
5. This policy is subject to change as the needs of the University community evolve.

### IV. DEFINITIONS

An alumnus/a is an individual who has received a degree from Rowan University. A student who attended classes but did not graduate from Rowan or receive a diploma is not considered an alumnus/a of the university. For the purposes of this document, an alumnus/a will be classified into exactly one of the following subsets:

1. An inactive alumnus/a is an individual that meets all of the below criteria:
  - a. Has received a diploma from Rowan University on or before July 1, 2019.
  - b. Does not have an active Rowan NetID Account.
2. An active alumnus/a is an individual that meets all of the below criteria:
  - a. Has received a diploma from Rowan University on or before July 1, 2019.
  - b. Has an active Rowan NetID Account.
3. A future alumnus/a is an individual that meets all of the below criteria:

- a. Has received a diploma from Rowan University after July 1, 2019.

Refer to the [Rowan University Technology Terms and Definitions](#) for all other terms and definitions that are used in this policy.

## V. POLICY

1. NetID Accounts - All alumni with no other active affiliations (e.g. employee, student, affiliate) will have their Rowan NetID account access terminated following the below schedule. Once access is terminated, all alumni will lose access to any and all Rowan University resources that require a Rowan NetID account. This includes, but is not limited to: email access (Google, Exchange), Google Apps, Home Directories (H: Drive), VPN access, computer resources (computer labs and HPC resources), Citrix (RowanCloud), Office 365, library resources and any other resources requiring authentication with a Rowan NetID account. Rowan NetID Accounts will be revoked following the below timeline:
  - a. Inactive Alumnus/a do not currently have a Rowan NetID account so no revocation is necessary. The creation of new or recreation of expired alumnus/a accounts via <https://id.rowan.edu> will be disabled.
  - b. Active Alumnus/a will have their Rowan NetID account access revoked 12 months after this policy is formally adopted.
  - c. Future Alumnus/a will have their Rowan NetID account access revoked 12 months after the date of degree conferral as noted in Banner. As noted above, individuals who are conferred a degree but remain active due to other circumstances (enroll in an additional class, etc.) will not have their Rowan NetID account revoked.
  - d. Separated and retiring employees, as defined in the [Separated and Retiring Employee Offboarding](#) policy, may be subject to immediate alumnus/a account termination.
2. Student Email - All mail sent to an individual's *rowan.edu* or *students.rowan.edu* address after the Rowan NetID account termination timeline specified in section V.1 of this document will not be received or forwarded to the intended individual.
3. Email Forwarding - All alumni with an *alumni.rowan.edu* forwarding address will have this service terminated after the Rowan NetID account termination timeline specified in section V.1 of this document.
4. Data Export - All alumni with an active Rowan NetID account are eligible to download and export data from select Rowan University managed services. At present this service is limited to [Google Takeout](#) to transfer Google Apps data from Rowan University to a Google Takeout supported service (Google Drive, Dropbox, Microsoft OneDrive).
5. Exceptions to the Policy
  - a. All active alumni and future alumni may request an account extension of no greater than 14 days. This request must be reviewed and approved by the Information Security Office. All requests must be received no fewer than seven days before the Rowan NetID account termination timeline specified in section V.1 of this document through the [Rowan Support Portal](#).
  - b. All inactive graduates are ineligible to request an extension.

By Direction of the CIO:

Mira Lalovic-Hand,  
SVP and Chief Information Officer