Account Separation and Termination

Introduction

This document will describe the termination and separation policy for the VUNET and Sun IDM Account Provisioning Services. This document is meant as a description of what these policies are, and not a technical description for how those policies are implemented.

Separation

Separation is the event that occurs when an individual no longer has access to authentication services. Accounts in Separated status cannot receive email. However, their account still exists in the system, and can be re-activated. Separation rules depend on the type of account that is being separated. Each type is discussed below.

Staff

An account is determined to be of type “Staff” if it only appears on the Human Resources feed, is not in the student records feed, is not marked as a faculty member, and does not have a corresponding Special Source entry.

When that account no longer appears on the Human Resources feed, it is immediately moved to a “separated” state, and is marked for termination in four (4) months.

Faculty

An account is determined to be of type “faculty” if it appears in the Human Resources feed, and has the faculty flag set to true. When that account no longer appears on the source feed, the termination date is set to four months from the current date. Accounts are only marked for termination if they do not have any other affiliation relationship. During the period leading up to the termination date, the account is left active, and is not moved to separation. The user can continue to authenticate and their email is still active.

Students

An account is determined to be of type “student” as long as it appears on the Student Records feed. When that account no longer appears on the source feed, the termination date is set to four months from the current date. Accounts are only marked for termination if they do not have any other
affiliation relationship. During the period leading up to the termination date, the account is left active, and is not moved to separation. The user can continue to authenticate and their email is still active.

**Special Source**
An account is determined to be of type “Special Source” as long as an active special source entry can be found matching the account. In this scenario, the termination date that is associated with the special source account will determine when the account will be terminated. If the termination date for the special source account is set to “Never Expire” then the account will never be set to Termination state. Four months from the termination date set on the special source entry, the termination date will be set for four months from that current date.

**Termination**
Terminated accounts are essentially “deleted” and cannot be recovered. At this time the associated VUNETID is retired. At termination, if no email forwarding has been set, then the normal termination process is executed. However, if email forwarding has been set up for the account, then sufficient account attributes are left in the system which will allow email forwarding to continue for nine additional months. During this time the VUNETID remains associated with the user, and could be re-opened for the same user.

**Administrator Intervention**
The following possibilities for administration can alter the service provided by the automated “policy” implementation:

An authorized administrator may “un-terminate” any account which is marked for termination and which is not also separated (i.e. in the four month service extension, or in the forward only state). This creates a special source entry with an expiration date specified by the administrator. If done during the period of the four month service extension, then “un-termination” effectively changes the service period to the administrator’s specified expiration date. If done during the “forward-on” state, the account is restored to the “open” or un-activated state, so that the user must create a new password and activate a new mailbox.

Privileged administrators have the ability to operate on “separated” accounts as well. They may “un-separate” a separated account which is essentially the same as un-terminating an account marked for termination, along with re-enabling the account and restoring mail delivery. They may also mark a staff account to protect it from automated separation or to force immediate separation processing for an account belonging to someone being terminated for cause.
Finally, administrator can modify a special source entry’s expiration date, effectively causing an account to be terminated relatively rapidly or to “never” expire.