University of Portland

DATA RETENTION AND ACCESS POLICY FOR ALUMNI

1. **PURPOSE:** This policy provides guidelines for the retention of data and systems access for new graduates and students that are no longer affiliated with the University of Portland.

2. **SCOPE:** The University of Portland is bound to 3rd party licensing requirements that limits the continuation of access to select services by Alumni. These licensing requirements necessitate that Alumni download or remove their personal files from university supplied resources/applications or risk the loss of that data.

3. **POLICY:** Upon graduation or separation from the University of Portland students have 90 days to download or remove their personal files from university resources. If students downloaded software, they are required to remove that software or purchase a copy of their own.

4. **GUIDANCE**:

   a. **Services that continue after graduation or separation:**

   - **Network Account and Password:** Your University of Portland account will always remain active so you can access certain systems. Your password will require periodic reset according to the universities published password policy. As with all other UP user accounts, Multi-Factor Authentication is required.
   - **Single Sign On (sso.up.edu):** This site allows you to manage your University of Portland account, manage your password hints, change your password, and access online resources.
   - **Canvas/Moodle:** Moodle access ends for all students in Fall of 2026, as the campus transitions to Canvas. Alumni who have taken Canvas courses will continue to see that content, subject to the university Canvas Retention policy, and will thus be able to view past assignments and feedback. Canvas or Moodle materials that are no longer available directly to students may be requested via the UP help desk at help@up.edu
   - **Self Service Banner:** Former students continue to have access to their grades, financial aid information, job history and tax forms, and order official transcripts.
   - **Email:** Through Office365 you will be assigned a new primary email address of <username>@alumni.up.edu. Your old email address will continue to work.
   - **UPStudent (wireless network):** The wireless network is available to alumni while on campus.

   b. **Services that retire after graduation or separation:**

   - **Student Kiosks (VDI):** The student kiosks are unavailable to former students. This includes the Engineering Kiosk and any classroom computer.
   - **P: Drive (2 GB storage on University servers):** If you stored files on your P: drive, be sure to relocate any work you want to keep.
   - **Microsoft Office:** If you've installed Microsoft Office from the Office365 download center you will need to purchase a new license. The University supplied license will become a read only copy once you transition to an Alumni. Licensing restrictions prohibit the University from continuing your subscription.
   - **Microsoft OneDrive:** which includes your Office365 files in the cloud will expire once you become a former student. You will no longer be able to access One Drive and any files you wish to keep should be saved or downloaded to your own resource before your access expires.

c. **Timeline for status change:** Services detailed in the "Services that Retire" section and program access will be removed approximately 90 days after your status has been updated to "Alumni" or separated.

- Fall Graduation or departure: Deadline is April 1st
- Spring Graduation or departure: Deadline is September 1st
- Summer Graduation or departure: Deadline is December 1st

5. **EXCEPTIONS:** There are no other exceptions to this policy.

6. **SANCTIONS:** Accounts and network access may be administratively suspended by the University with or without notice when, in the University's judgment, continued use of the University's resources may interfere with the work of others, place the University or others at risk, or violate University policy. Any violation of this policy by a student may lead to disciplinary charges under the appropriate student disciplinary policy, which may include expulsion or suspension of student status. Faculty and staff violations will be addressed by their respective disciplinary policies and procedures. All known and/or suspected violations will be reported to the Vice President for University Operations. Users of University of Portland computing facilities are subject not only to University Policies, but also to applicable local, state and federal laws.