



University Process Improvement Judicial Process

Review current processes and procedures to remove access to university resources for suspended students. These students should not have access to login to labs, use their university email accounts or other resources.

Investigation:

- Lambuth Police Services inquired on the process to remove a suspended student's access to University labs and resources.
- There was an active University Police 'no trespassing' report on the student.
- Student was last registered in 2014, and had submitted a re-admit form that generated his active status.
- Once it was discovered the student had an active police report, a registration hold was created, but IT Security was not notified.
- Suspended student was not allowed on University main campus, so the student drove to the Lambuth campus and was able to access student labs and email account since their access had not been removed by IT.
- Banner Admissions Hold should be set by Judicial Affairs Office for the student.
- Judicial Affairs office then contacts IT Security to remove the student's access.
- Due to staff changing this process was not being followed.

Outcome:

- Lambuth Police Services contacted university Police Services to contact CIO to have IT Security remove student access.

Recommendation:

- Judicial Affairs and IT develop a communication plan using the new software 'Maxient'.
- Students' resources will be immediately discontinued for main campus, Lambuth and satellite campuses.