



**THE GEORGE  
WASHINGTON  
UNIVERSITY**  
WASHINGTON, DC

**Responsible University Official:** Chief Information Officer

**Responsible Office:** Division of Information Technology

**Last Revised Date:** May 23, 2016

## APPLICATION AND SYSTEM ACCESS

---

### Policy Statement

---

It is the policy of the university to promote secure and appropriate access to its systems, and to the data used, processed, stored, maintained and/or transmitted in and through those systems. This policy defines management’s expectations of users who have been granted access to university systems.

---

### Reason for Policy

---

University-owned applications and systems, including the data stored therein, have a significant value and are an integral part of the infrastructure that supports the university’s mission, goals and critical operations. It is essential that access to and use of the university’s applications, systems, and data are properly secured and protected against information security related threats and dangers.

---

### Who is Governed by this Policy

---

Faculty, staff, students and contractors

---

### Table of Contents

---

<b>Policy Statement</b> .....	1
<b>Reason for Policy</b> .....	1
<b>Who is Governed by this Policy</b> .....	1
<b>Table of Contents</b> .....	1
<b>Policy</b> .....	2
<b>Definitions</b> .....	3

<b>Related Information</b> .....	3
<b>Contacts</b> .....	3
<b>Document History</b> .....	3
<b>Who Approved This Policy</b> .....	3

---

## **Policy**

---

Access to university-owned applications and systems is conditioned upon user observance of the [Acceptable Use Policy for Computing Systems and Services](#) and the policies referenced in the Related Information section of this policy. Access may be revoked if either the [Acceptable Use Policy for Computing Systems and Services](#) or this policy is violated. Other action, up to and including termination of university employment, may also be taken, depending on the particular violation. All users are required to adhere to the following rules in order to use, access, store, process, and/or display data acquired from university-owned applications and systems.

- A. Access to university-owned applications and systems is granted solely to conduct legitimate business on behalf of the university.
  
- B. Access to specific system functions and data populations is consistent with each user’s scope of employment.
  
- C. Access requests are initiated by written request from home department managers who have knowledge about their users’ legitimate need to access/change financial data. Access requests for academic department users must be approved by all applicable financial personnel (if access requests involve a single school, then only that school's financial personnel’s approval is required).
  
- D. User accounts will remain active until a user’s employment relationship either changes or terminates, or a dormancy period is exceeded.
  
- E. Supervisors are notified of all access changes for their users.
  
- F. Any contractors or non-GW persons who require access to enterprise systems must undergo a background check and receive documented approval for this access by an appropriate GW official.

---

## Definitions

---

**Enterprise System:** A computing system maintained by the Division of IT that is used by more than one department, and that contains financial, managerial, confidential or other sensitive or mission critical information.

---

## Related Information

---

[Acceptable Use Policy for Computing Systems and Services](#)

[Information Security Policy](#)

---

## Contacts

---

Contact	Telephone	Email
IT Service Center	202-994-4948	<a href="mailto:ithelp@gwu.edu">ithelp@gwu.edu</a>

---

## Document History

---

- **Last Reviewed Date:** July 9, 2018
  - **Last Revised Date:** May 23, 2016
  - **Policy Origination Date:** June 23, 2004
- 

## Who Approved This Policy

---

Louis H. Katz, Executive Vice President and Treasurer

*This policy, as well as all [university policies](#), are located on the [Office of Compliance's](#) home page.*