 <p><b>SOUTHEAST MISSOURI STATE UNIVERSITY · 1873</b></p>	<p><b>BUSINESS POLICY AND PROCEDURE MANUAL</b></p>	Date Issued: 05/26	Revision Date:	Page: 1 of 2
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		Section: INFORMATION TECHNOLOGY		
		Subject: ADMIN RIGHTS REMOVAL AND MANAGEMENT		

GENERAL STATEMENT OF POLICY:

The purpose of this policy is to establish policy for managing local administrative rights on university-owned and University managed devices. This policy enhances information security by implementing the principle of least privilege, reducing the attack surface for malware and ransomware, and minimizing the risk of unauthorized system changes.

POLICY SCOPE:

This policy applies to all faculty, staff, contractors, and third parties who use Southeast Missouri State University-owned desktops and laptops. This policy covers all user accounts that access, store, or transmit Southeast Missouri State University electronic data on university-owned and controlled devices.

DEFINITIONS:

1. **Administrative Rights:** Elevated privileges that allow users to install software, modify system settings, access protected system files, and make configuration changes that affect all users of a device.
2. **Standard User Account:** A user account with limited permissions that allows normal operation of approved applications but prevents system-level changes or software installations.
3. **Principle of Least Privilege:** A security principle stating that users should have only the minimum access rights necessary to perform their job functions.
4. **Legitimate Business Need:** A documented requirement for administrative access to perform authorized job responsibilities, install approved software, or troubleshoot technical issues under appropriate supervision.

POLICY DETAILS:

**Administrative Rights Removal**


All faculty and staff user accounts on university-owned computers will be configured as standard user accounts without permanent local administrative rights.

**Temporary Admin Privilege**

Southeast Missouri State University provides temporary administrative access using an automated request - approval process. The request must meet legitimate business need to be approved. This solution provides secure, audited, time-limited elevation of privileges for staff and faculty.

**Exemptions and Special Cases**

Exemptions to this policy may be granted for specific roles or circumstances where permanent administrative rights are necessary for job function. All exemptions require written justification and must be approved by the Assistant Vice-President of Information Technology.

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**Policy Review and Updates**

This policy will be reviewed annually by the Southeast Missouri State University Assistant Vice-President of Information Technology and updated as necessary to reflect changes in technology, threats, regulatory requirements, or University operations. Users will be notified of significant policy changes through official University communication channels.