Title – Password Change Policy

Policy Abstract – Access to electronic systems of the college is controlled by the use of logins and passwords. Passwords must be changed periodically to maintain system integrity and ensure access is granted only to those authorized.

Responsible Office – Information Technology, Administration

Official – Anthony Hambey

Contact(s) – Anthony Hambey, 226-4849, ahambey@bsc.edu

Applies To – All employees and students

Effective Date – 12/10/2010

Revision Dates –

> 6/27/2012 - Placed in the new policy format
>
> 9/5/2012 – Changed from 60 to 90 days to more closely coincide with the academic calendar while still following best practices of 90 days.
>
> 8/31/2021 – Updated SACSCOC references.

1. **Introduction/Background –** In August 2010 spammers successfully lured a number of users into situations where logins and passwords were compromised. To combat this situation a system was acquired to mandate password change requirements and allow self-service to users for resetting their own passwords.

2. **Purpose –** Periodic changing of passwords improves system integrity and is a best practice approach for security.

3. **Applicable Regulations** – SACSCOC, Principles of Accreditation 2018

4. **Policy Statement** – Mandatory password changes will occur every 90 days. A password may be changed more often if it is thought to have been compromised. Passwords may be reused only after two prior changes. Passwords must meet the following minimum standards.

   - Be between 7 and 20 characters in length
   - Consist of at least 3 of the following 4 items
     - Uppercase letters
     - Lowercase letters
     - Numbers
     - Special characters i.e. !@#$%^&*

5. **Detail**s – An annual financial audit of the College contains a technology component whereby this is verified each year. Non-compliance with this policy would be reported in the form of comments in the management letter of the audit.

6. **Definitions** – SACSCOC is the Southern Association of Colleges and Schools, Commission on Colleges.

7. **References** – SACSCOC, Principles of Accreditation 2018
https://sacscoc.org/app/uploads/2019/08/2018PrinciplesOfAcreditation.pdf