POLICIES & PROCEDURES

Change Control

Policy 500-8055
Revision Date: 11/07/2011

POLICY PURPOSE:

This policy provides direction and support for managing changes to CSUN information assets and provides guidance for implementing emergency changes to CSU information assets.

POLICY STATEMENT:

I. Change Control:

Changes to information technology systems, network resources, and applications will need to be appropriately managed to minimize the risk of introducing unexpected vulnerabilities and ensure that existing security protections are not adversely impacted. CSUN has a documented process to manage changes to campus information assets containing level 1 or level 2 data, as defined in the CSU Data Classification Standard.

CSUN will evaluate the information security impact of changes by taking a risk-based approach to change control.

Changes to information assets which store protected data will likely require a more rigorous review than changes to non-critical assets and will be made in accordance with a formal, documented change control process. Changes that may impact the security of these information assets must be identified along with the level of control necessary to manage the change.

CSUN will define and communicate the scope of significant changes to level 1 and level 2 information assets in order to be sure that all affected parties have adequate information to determine if a proposed change is subject to the change management approval process.

II. Emergency Changes:

Only authorized persons may make an emergency change to campus information assets containing level 1 or level 2 data as defined in the CSU Data Classification Standard. Emergency changes are defined as changes which, due to urgency or criticality, need to occur outside of the campus’ formal change management process. Such emergency changes will be appropriately documented and promptly submitted, after the change, to the campus normal change management process.

RESOURCES AND REFERENCE MATERIALS:

Application Development Standard
CMR Process
SOP 500 – 03 Registration of Internet devices

FURTHER INFORMATION:

Vice President for Information Technology and CIO

APPROVED BY THE PRESIDENT