

# **Augsburg University Student Account Deletion Policy**

## **I. Rationale:**

Inactive AugNet accounts will be deleted periodically throughout the year. An account will be marked as eligible for deletion when:

1. an undergraduate, adult undergraduate, or graduate student has not registered for a class for one (1) year, which is defined as two consecutive semesters,
2. the student has officially withdrawn from the university,
3. the student has graduated from Augsburg, or
4. the student has requested their account be deleted, provided they are no longer are affiliated with the university.
5. A non-degree-seeking student has completed their course and is not registered for a future course.

## **II. Deletion Process**

### **Degree-seeking Students**

When a degree-seeking student account has been marked for deletion, the student will receive an e-mail notification at least two weeks prior to deletion. The notification will contain instructions about how to request the account be kept open in case of unusual circumstances. When the account is deleted, the student will lose all access to any service which requires an Augsburg username and password (i.e. e-mail, Records & Registration, the online directory, moodle, library databases, use of the computer labs) and all files stored on the AugNet servers will be permanently deleted. Graduates are offered an alumni email account at alumni.augsburg.edu.

### **Non-Degree-Seeking Students**

When a non-degree-seeking student account has been marked for deletion, it will be deleted without notification within 4 weeks of an enrollment status change.

In addition, a process for faculty and staff who are also students is noted below.

### **Students who become faculty or staff**

In the case of a student who becomes an employee, their account will be migrated as-is to the respective department context. As the account will only be moved, not deleted, all personal files, personal e-mails and personal contacts will be retained in the account.

## **III. Exceptions**

Decisions on exceptions will be made by the CIO or designate.

## Revision History

<b>Revision</b>	<b>Change</b>	<b>Date</b>
1.0	Original Version	5/15/2008
1.1	Revision history section added	5/25/2009
1.2	Language updates	3/6/2019
1.3	Updated rationale and process	5/22/2019