

# **Augsburg College Student Account Deletion Policy**

## **I. Rationale:**

AugNet accounts are provided for all students currently enrolled in at least one class in an Augsburg undergraduate, WEC or graduate program. Inactive AugNet accounts will be deleted periodically throughout the year. An account will be marked as eligible for deletion when:

1. an undergraduate, WEC, or graduate student has not registered for a class for one (1) year, which is defined as two consecutive semesters or three consecutive trimesters,
2. the student has officially withdrawn from the college,
3. the student has graduated from Augsburg, or
4. the student has requested their account be deleted, provided they are no longer affiliated with the college.

This process describes this interruption and the steps toward permanently closing AugNet accounts.

## **II. Process**

### **Student-only accounts:**

When an 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. Webmail, Records & Registration, the online directory, moodle, library databases, use of the computer labs), and all files, web pages, e-mail messages and address books stored on the AugNet servers will be permanently deleted.

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. Student e-mail accounts will be migrated to Groupwise.