

**Grinnell College  
Information Technology Services  
Graduating Senior Request for Immediate Removal of  
Computer Account upon Graduation**

Name: \_\_\_\_\_

Username: \_\_\_\_\_

Expected Graduation/Program Completion Date: \_\_\_\_\_

**Pertinent Policy:** Information Technology Services policy provides all graduating seniors, except those enrolling in the ninth semester education program, with an automatic six month extension of their active directory account upon completion of their program of study and graduation. Graduating seniors who enroll in the ninth semester education program will receive an automatic six month account extension upon completing the ninth semester of study.

**Request Immediate Removal of my Account:** I am a graduating senior or a ninth semester enrollee who will be completing my program of study at Grinnell College at the end of the term indicated above. I do not wish to have my account extended beyond the end of the term indicated. I realize that my computer account, and all files and email contained thereon, will be deleted upon completion of the first full system backup after the end of the term. Once deleted, I will no longer be able to access those files. It is my responsibility to make copies of any computer files on the account I wish to retain, and I will do so before the scheduled backup date. I understand that I have until the last work day before the backup is scheduled to rescind this request and to have my account extended.

I understand that I am waiving my account extension and ask ITS to remove the account after the end of the semester indicated.

\_\_\_\_\_  
Name Date

Return the completed form to Information Technology Services, Forum lower level

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ITS Use Only

Received by \_\_\_\_\_ Date received \_\_\_\_\_

Verified by \_\_\_\_\_ Date verified \_\_\_\_\_

Account deletion date \_\_\_\_\_ Account deleted by \_\_\_\_\_