



Request for Extension to Disabling of Computer Account

By university policy, students are given a 60-day grace period from their last day of registration before their email and other computer accounts are disabled. Use this form to request an extension due to extenuating circumstances. The student should fill out the top part of this form and then seek the approval of their academic chairperson.

Student Name:

ID#:

Program:

Estimated date when account is scheduled to be disabled:

Explanation of circumstances that you believe warrant an extension to the 60-day grace period:

Proposed extension date:

Faculty or staff member(s) who are aware of the extenuating circumstances outlined above:

Signature of appropriate academic chairperson (required):

Completed forms should be returned to the Registrar at registrar@msoe.edu.