Request for E-mail Continuation

ELECTRONIC MAIL (E-MAIL) STUDENT POLICY

The University of Missouri-Kansas City (UMKC) provides e-mail for use to its students and encourages the appropriate use of e-mail by students to further their educational goals. As a condition of access, all use of UMKC resources must accord with all laws, University policy, University contracts, and any policies specific to a resource utilized.

If a student withdraws completely from all coursework, their e-mail account will be disabled if the student is not registered for a future term. Student e-mail accounts are routinely disabled 30 days after the first day of classes (summer excluded) if the student is not registered for the current or any future term. Prior to a student e-mail account being disabled, an e-mail will be sent to the account informing the student that the account is to be disabled. Students who desire to have their account access extended due to extenuating circumstances (study abroad, medical leave, etc.) may request an extension by completing this form.

Exceptions to e-mail account discontinuation is granted on a case-by-case basis and must be approved by the academic unit. A SIGNATURE FROM THE ACADEMIC UNIT IS REQUIRED BEFORE THIS FORM IS SUBMITTED TO THE REGISTRATION & RECORDS OFFICE.

Student Name: ___________________________ Student ID: ______________

I request that my UMKC e-mail account remain active for the following reason(s):

- [ ] I am working on completing an incomplete grade in the following class(es):
  - Subject/Course Number: ___________________ Also add me to Blackboard [ ]
  - Subject/Course Number: ___________________ Also add me to Blackboard [ ]
  - Subject/Course Number: ___________________ Also add me to Blackboard [ ]

- [ ] I am on an approved leave of absence from my program.
- [ ] I have graduated, but need to continue my access to my UMKC e-mail account for a limited period of time. State the reason(s) you continue to need access:

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REQUIRED SIGNATURES

Academic Unit Approval: ___________________________ Date: ______________________

Student Signature: ___________________________ Date: ______________________

When approved, your UMKC e-mail account will remain active for one year. If you continue to need access after that date, you will need to complete this form again.

Processed by: _______ Date: _______