ServiceDesk
Information Technology Services

Extension for Computer Accounts

Request Type: ☐ **Student** ☐ **Faculty/Staff** ☐ **Central Unix (Webpage)** ☐ **Email**

On a monthly basis, Information Technology Services (ITS) deletes the computers accounts of faculty, staff, and students who either no longer work for, have graduated from, or are no longer enrolled in classes at Cal Poly. Those students who have left Cal Poly, but have not yet completed their senior project and/or thesis, may apply for an extension of account deletion. Those students who have finished their undergraduate work by the end of Spring quarter and have been accepted into the graduate program for Fall quarter may also apply for exemption of account deletion for the time between programs. Upon approval, these accounts can be maintained by filling out and submitting the required information to the ServiceDesk.

Undergraduate students with Unfinished Work: Submit this form signed by a faculty advisor or department head.
Continuing Students Accepted into the Graduate Program: Submit this form with a copy of your acceptance letter.

Account Owner's Personal Information

Legal Name: _____
First *Middle* *Last* *Suffix*

Cal Poly Username: _____

Department/Major: _____

Phone #: _____

Reason for Extension: _____

_____

_____

_____

_____

Date Extension Ends: (____/_____/_____)

Signature's Required (Students Only)

Faculty Advisor or Department Chair: _____

Printed Name: _____

Department Name: _____ Phone #: _____

Signature: _____ Date: (____/____/____)

Questions? Contact the ITS Service Desk at servicedesk@calpoly.edu or 805.756.7000.
This form may be mailed via campus mail to the ITS Service Desk, Building 14 Room 114 or faxed to 805.756.1536.

Cal Poly SLO Information Technology Services Office Use Only

SRS Case ID: _____ Processed By: _____ Date Processed: _____/_____/_____

User Login: _____ Mailed: _____/_____/_____ Called to Pickup: _____/_____/_____

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