What happens to a Google account if a student employee leaves their position?

Tell Me

1. Below is a table that outlines details about what happens, or should happen, with a University Google Drive data if a student employee leaves.

<table>
<thead>
<tr>
<th>Student Employee Leaves</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Access to Google Apps remains based on <strong>grace period</strong></td>
</tr>
<tr>
<td>2. <strong>Department Gmail:</strong></td>
</tr>
<tr>
<td>a. Full Generic Account: The department should change the password</td>
</tr>
<tr>
<td>b. Limited Generic Accounts: A request needs to be made to ITS for access to be removed</td>
</tr>
<tr>
<td>3. <strong>Department Calendar:</strong></td>
</tr>
<tr>
<td>a. The department should remove access rights to any departmental calendars shared</td>
</tr>
<tr>
<td>b. If the student used personally created calendars for department use, student should change ownership to calendars before departure</td>
</tr>
<tr>
<td>4. <strong>Google Drive:</strong></td>
</tr>
<tr>
<td>a. Ownership should be transferred for any documents created for the department</td>
</tr>
</tbody>
</table>

**Tip**

It may be helpful to not have students create documents but rather edit them. This helps reduce the need to change ownership when they leave employment.

Related FAQs

- What Google Apps are available at UNC Charlotte?
- What upcoming G Suite changes should I know about?
- How do I request a Google Consumer App be made available to UNC Charlotte?
- How do I add the G Suite Training Extension for Chrome to my browser?
- How do I update my password for my UNC Charlotte Google account on my Android device?