EES, EEES, Biosystems Engineering

GRADUATE STUDENT CHECK OUT

(Final must do! Please obtain the following signatures prior to graduation)

Provide a copy of this form signed and completed to Barbara Smith, Rich Lab.

Return all building keys for Rich Lab and Brackett

Rodney Morgan, Rich Lab

Briana Peele, Brackett

Clean Desk and return desk keys

Barbara Smith, Rich Lab

Briana Peele, Brackett

Return all shop supplies and tools

Rodney Morgan, Department Technician

Return all lab books, data, files, and copy of computer files along with any other materials belonging to your advisor (student is ready to check out).

Faculty Advisor

Clean and clear laboratory. Report all waste chemicals and radioactive wastes to Safety Officer.

Laura He, Rich Lab

Briana Peele, Brackett

Let Lab Manager know the status of your files on the M drive

David Lipscomb, Department Technician

Schedule an Exit interview meeting with Barbara Smith

Note: Bring this completed form with you and complete the Exit Interview form prior to this meeting

Barbara Smith,

Graduate Student Services Coordinator

I understand that by signing this document, it is my responsibility to obtain copies of all computer files required for research or graduation. I also understand that my computer files will be purged from the LAN and/or any other department computer. To have access to your email, be sure to purge them to UserName@g.clemson.edu. (You will continue to have access to you GMAIL account.

Printed Name: ___________________________________________          Date: ______________________________________________

Forwarding email address: (print clearly)

Signature: _______________________________________________  __________________________________________________