



# EES, EEES, Biosystems Engineering Students GRADUATE STUDENT CHECK OUT



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

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

Return all building keys for Rich Lab and Brackett

\_\_\_\_\_  
Rodney Morgan, Rich Lab

\_\_\_\_\_  
Lori Alexander, Brackett

Only send to the person which represents your location.

Clean Office Desk Space and Drawers, Return Desk Keys

\_\_\_\_\_  
Barbara Smith, Rich Lab

**OR**

\_\_\_\_\_  
Lori Alexander, Brackett

Only send to the person which represents your location.

Return all shop supplies and tools

\_\_\_\_\_  
Rodney Morgan, Shop Manager

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

\_\_\_\_\_  
Student Advisor

Clean and clear laboratory. Report all waster chemicals and radioactive wastes to safety Officer

\_\_\_\_\_  
Daekyun Kim, Brackett

**OR**

\_\_\_\_\_  
Laura He, Rich Lab

Only send to the person which represents your location.

**Schedule an Exit Interview with Barbara Smith:** Prior to scheduling meeting, make sure this form is signed and complete the Exit Interview Form.

\_\_\_\_\_  
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.

Please consider joining our Alumni ListServ: <https://forms.gle/c4HwT77r7Hesmsk9A>

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Forwarding Email Address: \_\_\_\_\_