



Environmental Engineering and Earth Sciences GRADUATE STUDENT CHECK OUT



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

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

Return all keys for Rich Lab

Rodney Morgan, Department Technician

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.

Sam Forrest, Safety Officer

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

David Lipscomb, Department Technician

Schedule meeting with Barbara Smith to:

- Return Desk Keys
- Provide a signed copy of Defense cover page
- Bring signed Checkout Form
- Review Exit Interview form - complete prior to meeting

**Barbara Smith
Graduate Student Services Coordinator**

I understand that after 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.

Signature

UserID: _____

My Forwarding Address:

I will be working for: (print clearly)

My Forwarding email address _____

Printed Name:

