



# 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 with Barbara Smith Note:**

Please complete 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](mailto:UserName@g.clemson.edu). (You will continue to have access to your GMAIL account).

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

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Forwarding Email address: \_\_\_\_\_