Environmental Engineering and Earth Sciences (EE&S)
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 Student Services Coordinator.

1. Clean and clear laboratory. Provide copy of data or where data can be obtained.
   Anne Cummings, Laboratory Director

2. Return all shop supplies and tools. Return all keys for Rich Lab.
   Ken Dunn, Department Technician

3. 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

4. Return all books to the Department Library.
   Betty Cowans

5. Report all waste chemicals and radioactive wastes to Safety Officer.
   Bobby Clark, Safety Officer

6. Provide an electronic copy of thesis/dissertation to department and bound copy to advisor. Schedule exit interview with Department Chair. Leave e-mail address, mailing address and phone # as well as place of employment. Provide forwarding address on the back of this sheet.
   Jan Young, Student Services

7. Let Mary Shirley or Jan Young know you are graduating so you can be removed from payroll.
   Payroll

8. Let Mary Shirley know what to do with your files on the H drive: purge or save
   Mary Shirley

9. Exit interview with Department Chair
   Department Chair

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.

My user ID is: ________________________________

Student Signature