



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: _____