



GRADUATE STUDENT CHECK OUT

HYDROGEOLOGY M.S.

Environmental Engineering and Earth Sciences

NOTE: This form must be completed (with all of the required signatures) and turned in to Barbara Smith barbar2@clemson.edu prior to graduating.

1. Return all room and building keys. Write forwarding address in the space provided below.

Clean desk area; remove all personal items from graduate student office and computer room. Return all supplies, tools, and equipment. Clean and clear laboratory. Report all waste chemicals.

Briana Peele, Administrative Assistant

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. Sign-out with Graduate Coordinator.

Larry Murdoch, Graduate Coordinator

5. Meet with Graduate Student Services Coordinator for exit interview.

Barbara Smith, Student Services Coordinator

I understand that upon signing this document it is my responsibility to obtain copies of all computer files needed for research or graduation. I also understand that my computer files will be purged from department computers and the Hydro network. I will provide one hardbound copy of my thesis to my faculty advisor (this is in addition to copies required by the Graduate School). To have access to your emails, please set up a gmail account, ex UserName@g.clemson.edu and transfer your emails.

My user ID is: _____

Signature

My forwarding address is:

Printed Name

My personal email address is: (optional) _____