**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***](mailto:barbar2@clemson.edu) ***prior to graduating.***

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| --- | --- |
| 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).

My user ID is: My forwarding address is:

Signature

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*Printed Name*

My personal email address is: (optional)