

## DEPARTMENT OF EARTH SCIENCES – GRADUATE STUDENT CHECKOUT FORM

When you prepare to leave the Department of Earth Sciences, regardless of the reason, you must complete this form and file it with the Department Administrative Assistant before you go. ***You must obtain signatures from your committee members verifying that you have returned borrowed material. An incomplete form may result in registration, transcript, diploma, or Bursar holds.***

NAME \_\_\_\_\_

FORWARDING ADDRESS \_\_\_\_\_

EMAIL \_\_\_\_\_ PHONE \_\_\_\_\_

### **BEFORE LEAVING CAMPUS**

#### ***DISPOSITION OF RESEARCH MATERIAL:***

*(Confirm with your advisor how samples should be treated before discarding any. McGilvrey Hall cannot be used for storage of student rock samples indefinitely.)*

Rocks/Specimens      discarded      stored (location): \_\_\_\_\_

Thin Sections      discarded      curated (location): \_\_\_\_\_

Prepared samples      discarded      curated (location): \_\_\_\_\_

Sample Bottles      emptied and cleaned (date): \_\_\_\_\_

Faculty member in charge of Lab (signature): \_\_\_\_\_

Data Archived with Advisor (signature): \_\_\_\_\_

Software, Bruntons, field equipment, tools returned to Department (signature): \_\_\_\_\_

Office cleaned out & inspected by staff (date and staff initials): \_\_\_\_\_

Keys returned to Secretary (date): \_\_\_\_\_ Key deposit returned to you (date) \_\_\_\_\_

### **BEFORE GRADUATION**

*Report of Final Exam* form submitted to Dean's Office and Grad Coordinator - Date: \_\_\_\_\_

*Signature Pages* signed and submitted to College of Arts & Sciences Graduate Affairs Office – Date: \_\_\_\_\_

Submit an Application for Graduation form (Graduate in May, August or December) \_\_\_\_\_

Department copies of reference Theses/Dissertations returned to shelves: \_\_\_\_\_

Electronic copy of your Thesis/Dissertation filed with College of Arts & Sciences: \_\_\_\_\_

**Signature of Admin. Asst:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Advisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_