

Department of Biological Sciences
Kent State University
BSCI EXIT CHECKLIST
What to turn in & to Whom

Student leaving KSU: _____ **Forwarding Email Address:** _____

Forwarding Mailing Address: _____

1. Please turn in to Your Advisor:

Employee Name: _____ **Employee Initials for item collection:** _____ **Date collected:** _____

Research materials and lab notebook for your lab
Update the Emergency Phone Tree for lab to remove student who is leaving
Access to all data (Dropbox, Google drive, Lab drive, etc.)
Any equipment / materials (lab coats, goggles, tools, computer equipment, etc.)

2. Please turn in to Academic Lab Manager (Room 220 Cunningham Hall):

Employee Name: _____ **Employee Initials for item collection:** _____ **Date collected:** _____

All KEY CARDS and HARD KEYS for buildings, Cunningham Hall Annex, labs, etc.
Grad Office keys
File cabinet keys (ESPECIALLY FOR GRAD OFFICE)

3. Please turn in to BSCI Graduate Secretary (Room 253B Cunningham Hall):

Employee Name: _____ **Employee Initials for item collection:** _____ **Date collected:** _____

All UNDERGRADUATE paperwork from the labs the Grad Student taught, including reports, exams, etc. that undergraduate students submitted in lab (Please keep sorted by semester since we have to keep for 1 year).
**** LEAVING STUDENT PAPERWORK BEHIND IS A FERPA VIOLATION ****
Make sure you left NOTHING in your office & ask Graduate Secretary about who collects what items.

4. What did you like about the KSU Biological Sciences Graduate Program?

5. What would you change about the KSU Biological Sciences Graduate Program?

BEFORE YOU LEAVE, REMEMBER TO:

Clear outstanding accounts on campus (parking fees, library fines, etc.) & any other items that need cleared.

**** Once ALL items have been collected, the last employee to have this form should turn it in to Biological Sciences Graduate Secretary in 253B Cunningham Hall. ****