

Department of Biological Sciences
Kent State University

BSCI Graduating / Exit Student Checklist
What to turn in & to whom

Student leaving KSU: _____ Forwarding Email Address: _____

Forwarding Mailing Address: _____

Please turn in to the Stockroom (Room 222 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 key(s) INCLUDING File cabinet key for student office

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

Please turn in to your Advisor:

Advisor name: _____ Advisor Initials for item collection: ____ Date collected: _____

___ Research materials and lab notebook for your lab

___ Update the Emergency Phone Tree for lab to remove graduating student

___ Access to all data (Dropbox, Google drive, Lab drive, etc.)

___ Any equipment/materials (lab coats, goggles, tools, computer equipment, etc.)

BEFORE YOU LEAVE, REMEMBER TO:

___ Clear outstanding accounts on campus (parking fees, library fines,...)

___ Other: _____

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