

Graduate Student Check Out Form

Department of Chemistry

(Please note: Conferral of your degree will not be processed until the Graduate Office received this completed Check Out form.)

Student Name _____ **Advisor** _____ **Date** _____

1. Original copies of laboratory notebooks and backup copies of computer files related to research, have been turned in. Supplies and equipment have been checked in. Working space and apparatus is in satisfactory condition. All products are properly labeled, hazardous wastes have been removed, and desk is clean and in satisfactory condition. Keys for desk/file cabinets/etc. have been returned to advisor.

Signature _____ **(Advisor)**

2. Check Chemistry mailbox and provide main office with a forwarding address.

Signature _____ **(Mary Mroz, Room 485)**

3. All keys have been returned and/or accounted for and MSU ID card access has been removed.

Signature _____ **(Mary Mroz, Room 485)**

4. Chemistry computer accounts attended to.

Signature _____ **(IT Support, Room 383)**

5. All data stored on any instruments in the Max T. Rogers NMR Facility has been backed up and may be deleted (**if applicable**).

Signature _____ **(Dan Holmes, NMR)**

6. All chemistry containers have been properly labeled and stored. All hazard waster has been picked up by EHS. X-Ray ring/badge has been returned to EHS (**if applicable**).

Signature _____ **(Call EHS at 517-355-0153 to set up appointment)**

7. Chemistry directory entry attended to and final sign off.

Signature _____ **(Graduate Secretary, Room 320)**

Date Received Form _____