

# Graduate Student Check Out Form

## Department of Chemistry

(Please note: Conferral of your degree will not be processed until the Graduate Office has 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 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)**

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

**Signature** \_\_\_\_\_ **(Graduate Secretary, Room 320)**

**Date Received Form** \_\_\_\_\_