Graduate Student Closeout Procedure and Checklist
Department of Chemical Engineering

Please complete each item on the checklist and then fill out the form. For research-active students you will need to obtain your research advisor’s signature to verify that you have completed your laboratory and data checkout.

Student:__________________________________________________________

Advisor:__________________________________________________________

Degree Completion Date:_________________ Date Form Completed:____________

Office Number:_________________________ Computer Assigned?: Y / N

| Office, teaching, and laboratory keys have been returned to Public Safety |
| Personal/work files have been removed from department computers |
| Computer, desk, and surrounding office space has been cleaned and personal items have been removed or discarded |
| Research active students: disposal/storage/transfer of personal data, chemicals, samples, and equipment, and cleaning of personal lab space has been discussed with research supervisor and completed to supervisor’s satisfaction |

Research supervisor signature: ______________________ Date: _______________

*Write N/A in box if not applicable

For research-active graduate students, please list all accomplishments relevant to your research during graduate school (papers, proceedings, presentations, posters, awards, etc.):

CM Grad Closeout Form v. Jan 2019
Describe any formal training experiences you took part in during your time in graduate school (internships, Co-ops, research training, etc.):

Where will you be employed following graduation and what type of work will you be doing?:

Student Signature ___________________________ Date __________________

Approved by (Chemical Engineering Authorized Individual) ___________________________ Date __________________