DEPARTMENT OF EARTH SCIENCES – GRADUATE STUDENT CHECKOUT FORM

When you prepare to leave the Department of Earth Sciences, regardless of the reason, you must complete this form and file it with the Department Administrative Secretary before you go. You must obtain signatures from your committee members verifying that you have returned borrowed material. *An incomplete form may result in registration, transcript, diploma, or Bursar holds.*

NAME ______________________________________________________________________________

FORWARDING ADDRESS _______________________________________________________________________________________________________________

EMAIL __________________________________ PHONE ____________________________________

BEFORE LEAVING CAMPUS

**DISPOSITION OF RESEARCH MATERIAL:**
*Confirm with your advisor how samples should be treated before discarding any. McGilvrey Hall cannot be used for storage of student rock samples indefinitely.*

Rocks/Specimens discarded stored (location):___________________________________________

Thin Sections discarded curated (location):_____________________________________________

Prepared samples discarded curated (location):__________________________________________

Sample Bottles emptied and cleaned (date):_____________________________________________

Faculty member in charge of Lab (signature):____________________________________________

Data Archived with Advisor (signature):_______________________________________________

Software, Bruntons, field equipment, tools returned to Department (signature):______________

Office cleaned out & inspected by staff (date and staff initials):___________________________

Keys returned to Secretary (date):_______________________Key deposit returned to you (date)________

BEFORE GRADUATION

*Report of Final Exam* form submitted to Dean’s Office and Grad Coordinator - Date: ______________

*Signature Pages* signed and submitted to College of Arts & Sciences Graduate Affairs Office – Date: ________________________________

Submit an Application for Graduation form (Graduate in May, August or December) ______________

Department copies of reference Theses/Dissertations returned to shelves: ______________________

Electronic copy of your Thesis/Dissertation filed with College of Arts & Sciences: ______________

Signature of Secretary: _______________________________ Date: ______________

Signature of Advisor: _______________________________ Date: ______________

Signature of Student: _______________________________ Date: ______________