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 Assistant 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 Admin. Asst: ____________________________ Date: ________________

Signature of Advisor: ____________________________ Date: ________________

Signature of Student: ____________________________ Date: ________________