

DEPARTMENT OF GEOLOGY – GRADUATE STUDENT CHECKOUT FORM

When you prepare to leave the Department of Geology, 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 and *Thesis/Dissertation Approval Form* 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:** _____