Congratulations! As you prepare to graduate, we would appreciate if you would complete the following checklist items as relevant. This checklist must be complete **PRIOR** to obtaining the signature of the Graduate Program Coordinator for the “Graduate Program Exit Information Form” which is required by Graduate Studies at time of graduation. For any items that do not apply to you, write “N/A” on the signature line below.

1. Return Keys, Access Cards, and other Department Property.
	1. Return any physical keys and/or your white access card to the main office in 2001 Ghausi. Obtain a staff members signature that all keys checked out to you are returned.
	2. If you have any other Department Property (PPE, Computer, etc), return those to the appropriate staff and/or faculty.
2. If you were assigned a Desk or locker:
	1. Clean your desk space/locker, and take all your personal items, and throw away any unwanted items. Please try to leave this space ready for the next student.
	2. Check in with the person who assigned your desk/locker to notify them you have vacated the space, and obtain a signature indicating you have cleaned your space (if department space or a locker, please talk to Rufa Pazyuk).
3. If you have an outstanding travel or entertainment reimbursement, please update your contact information with the account manager assisting you on the reimbursement. No signature needed.
4. If you worked in a research lab in Ghausi or Bainer, please see the Lab Checklist on page 2 and obtain a signature from Jessica Hazard (Ghausi) or Victor Jones (Bainer). If you worked in other lab space, please check in with your PI and/or lab manager.
5. Fill out this survey with an email address you plan to continue to use so you can receive our alumni newsletter: <http://bit.ly/CEEgradexit>
6. Take your picture from the board outside 2007 Ghausi – this is yours to keep!

Signatures:

Keys/access card: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Computers/lab equipment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Desk space: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lab space: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ghausi Lab Checklist:

* Properly dispose of any chemicals through WASTe or transfer to another lab user.
* Ensure that any samples stored in the refrigerators or freezers are disposed of appropriately.
* Return all gas cylinders or transfer to another lab user.
* Remove all items from the fume hoods.
* Clean laboratory surfaces, take all your personal items, and throw away any unwanted items. Please try to leave this space ready for the next researcher.
* Return lab coats to lab manager.

Bainer Lab Checklist:

* Properly dispose of any chemicals through WASTe or transfer to another lab user.
* Properly dispose of any samples stored in the oven or otherwise.
* Remove all items from the fume hood.
* Clean laboratory surfaces, taking all your personal items and disposing of any unwanted items.
* Return lab coats to PI.