Graduate Student Checkout Form

The following checklist must be completed by all graduate students prior to their departure upon graduation. It is the student’s responsibility to make all necessary arrangements. Failure to comply may result in the withholding of your diploma.

NAME______________________________________________________________________________
EID _________________________________  DEGREE _______________________________________
Anticipated Date of graduation __________________________

Initials of Appropriate office:

1. Check with your supervisor concerning nature of research equipment, lab clean up, returning papers borrowed from his/her files. __________

2. Complete online exit survey at https://utexas.qualtrics.com/jfe/form/SV_51tKXBinWj41d09. Confirm with Amy Douglas Stewart that survey is complete. __________

3. Schedule an appointment with Glen Baum for office/lab inspection 1 month prior to your departure date. Call Glen at 471-1203 or email him at glenbaum@mail.utexas.edu. Final inspection to be 2 days prior to departure, at which time keys and building access card are to be turned in to Glen. __________

4. Return all materials checked out from the Reading Room to Jessica Yeager, CPE 3.158A. __________

5. Furnish the Reading Room (CPE 3.158) with a copy of your thesis, report, or dissertation and email a copy of your report, thesis, or dissertation to jessica.yeager@austin.utexas.edu for the PGE website. __________

6. Initial here to allow members of the dept. to make copies of your work for research purposes. __________

Congratulations and the best of luck to you in the future!

Approved by Graduate Advisor_________________________________________ date_________________

Return completed form to Graduate Coordinator, CPE 3.168A.

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