

Graduate Program Candidate Check-out Form

Student Name: _____

Room Number: _____

This form is for graduate students who are completing a MS (thesis or non-thesis) or PhD and **must be approved** (signed and returned to the Graduate Program Coordinator) before the student can receive a degree.

| Personnel | Responsibility | Signature |
|--|---|-----------|
| <u>Department Head</u> Dr. Jessica Gurevitch | Exit interview | _____ |
| <u>Faculty Advisor</u> | Research completed Data and metadata deposited | _____ |
| <u>Lab Manager/Advisor</u> | Equipment and supplies returned/stored | _____ |
| <u>Ag IT</u> Richard Fox | Computer equipment returned/stored | _____ |
| <u>Business Assistant</u> Theresa Baker | Date leaving/Last in pay status date _____ | _____ |
| <u>Business Office</u> Jennifer Spitznagle | Return travel card Confirm Concur reports filed | _____ |
| <u>OSS – Alumni Relations</u> Charlotte Owings | FNR Assessment and Placement Survey Thank you gift | _____ |
| <u>Building Deputy</u> Telaina Minnicus | Keys returned – office/desk area cleaned and personal belongings removed | _____ |
| <u>Graduate Program Coordinator</u> Jackie Getson | Thesis/dissertation deposited Department requirements completed | _____ |