

DEPARTMENT OF EARTH & ATMOSPHERIC SCIENCES
GRADUATE STUDENT CHECKOUT FORM

NAME _____

FORWARDING ADDRESS _____

EMAIL _____ PHONE _____

When a student leaves the Department of Earth & Atmospheric Sciences, regardless of the reason, they must complete this form and file it with the Department Academic Advisors (Karen Maldonado or Jim Parker). You will need to return items (if applicable) to the respective office and obtain signatures. An incomplete form will result in a hold on your account, and you will be unable to receive your transcripts, diplomas, etc. until the hold is removed.

1. RESEARCH MATERIAL (Location)

Rocks discarded/stored: _____

Thin Sections discarded/stored: _____

Prepared samples discarded/stored: _____

Sample Bottles, emptied and cleaned: _____

Data stored/archived: _____

Hard and soft copy of thesis/dissertation submitted to research advisor _____

Other, as specified by Research Advisor _____

Signature of Research Advisor: _____ **Date:** _____

Research Advisor Name: _____

2. LAPTOP/COMPUTERS

Any borrowed laptop\computer must be returned & cleaned from unnecessary data & programs

Jay Krishnan, Signature: _____ **Date:** _____

3. KEYS (All keys must be returned)

Key Control, Signature: _____ **Date:** _____

4. OTHER MATERIAL (Field equipment/tools returned, desk space cleaned)

Academic Advisor, Signature: _____ **Date:** _____

Academic Advisor, Name: _____