



Graduate Student Exit Form

Student Name: _____ ID#: _____

Final Thesis/Dissertation grades will be changed from I to P when all of the items on this form are completed.

PLEASE UPDATE:

Address _____

Telephone _____

E-mail _____

Please have the appropriate person (as indicated) initial when the following items have been done:

Task

Initials

All Thesis/Dissertation data, etc. submitted
(Major Advisor)

Graduate student office space cleaned
(Major Advisor)

All department items (e.g. Brunton, GPS, Stereoscope, etc.) returned
(Office Staff)

All departmental library materials returned
(Office Staff)

All university keys returned to Facilities Key Office
(Office Staff)

Student

Date

Graduate Program Coordinator

Date