

MSE DEPARTMENTAL CHECK-OUT PROCEDURE

Name: _____ Date: _____

This form must be completed and accompany a copy of your thesis when submitted to the Chairman. You are required to fulfill the obligations listed below before the Chairman will accept your thesis for approval.

Item	Authorized Signature	Date
1. Return Purchasing Card (1 month prior to graduation)	_____ ProCard Administrator	
2. Designate someone in your research group to adopt any recurring group costs (i.e. cylinder rentals). (1 month prior)	_____ Designee for costs	
3. Turn in research notebooks; return borrowed books and all software packets to both advisor and MSE office. Separate and arrange transfer of in-lab equipment to advisor. (1 week prior)	_____ Faculty Advisor	
4. Laboratory clean up completed. All chemicals/samples should either be reassigned to another member of the research group or disposed of properly.	_____ Designee for chemicals	
Lab Room # _____ (1 week prior)	_____ Lab Coordinator	
5. DBI/IEC/CCM Lab clean up completed. This is for all students who do a majority of their work outside of DuPont Hall labs.	_____ DBI/IEC/CCM Representative	
DBI/IEC/CCM Lab Room # _____ (2 weeks prior)	_____ Lab Coordinator	
6. Office clean up completed.		
Office Room # _____ (1 week prior)	_____ Lab Coordinator	
7. Return all University keys. (Upon Departure)	_____ Lab Coordinator	
8. Return UD ID card (Upon departure)	_____ Graduate coordinator	
9. Research Group check out completed (Upon departure; as required)	_____ Research Advisor	
10. List forwarding addresses and telephone numbers.		
Home: _____ _____	Business: _____ _____	
Telephone # _____	Telephone # _____	
Cell phone # _____		
Email: _____		

SIGNED: _____
(MSE Department Chair)

DATE: _____