

Graduate Student Departure Form

Graduate Students in Civil Engineering MUST complete and return form to the Graduate Programs Office prior to leaving. If this form is not completed and submitted you will be charged for keys and your academic record may be encumbered.

Student Name _____ Area: _____ Grad Date: _____

Business Office:

Not Applicable

1. Last day working at Purdue _____
2. Turn in Purdue travel credit card, if applicable
3. Update forwarding address in Success Factors
4. A non-Purdue email address to receive instructions to obtain online tax forms _____

Business Office Representative _____

Keys:

Not Applicable

CE Main Office has received all building and laboratory keys that have been issued. A fine of \$25.00 will be charged for **each** unreturned key.

Deb Burrow _____

Research Advisor has received:

Not Applicable

1. Your research materials (lab notebooks, data, disks, etc.)
2. Thesis or final report dealing with your research
3. All laboratory materials used outside the research laboratory

Research Advisor _____

Laboratory Manager has checked:

Not Applicable

1. All laboratory property, including books, reference materials, PPE (lab coats, etc), tools and manuals have been returned;
2. Laboratory bench and work space have been cleaned;
3. All instrument control PC accounts have been terminated;
4. All research materials, including samples and chemicals have been properly treated and labeled or disposed of properly.
5. Bowen Lab office locker key has been returned and lock on PPE locker has been removed.

Laboratory Manager _____

Area Head or Designated Individual has checked that:

Not Applicable

1. You have finished all teaching duties
2. You have completed all your responsibilities for the Area
3. You have removed your personal property and cleaned your office space.

Area Head or Designee _____

Alumni Office: form can be picked up in the Civil Main Office (HAMP 1141)

1. Forwarding Address information has been submitted.

Alumni Representative _____