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.

Name _______________________________________

Business Office: Not Applicable □
1. MERS telephone codes have been cancelled
2. A forwarding address for tax forms has been provided
3. Turn in Purdue travel credit card

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 all unreturned keys.

Cheryl Kerker __________________________________________

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, 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 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 Civil Room 1141
1. Forwarding Address information has been submitted.

Alumni Representative __________________________________________

Library Materials has checked that:
1. All publications from Civil area/Bowen library have been returned.
2. If not applicable, area secretary must sign to verify.

Area ________________________________________________

Library Rep. or Area Secretary _________________________________

Graduate Office ______________________________________________

Revised 10/17/2014