EEE Graduate Student Departure Form

Graduate Students in EEE must complete and return this form to the EEE Graduate Programs Office prior to leaving. If this form is not submitted, you will be charged for any keys and your academic record may be encumbered, preventing you from receiving your diploma.

Graduation Date (month/year): _______________

Student Name: ____________________________ Advisor Name: ____________________________________

Business Office (for RAs, TAs, or any employment through Purdue): Not Applicable □
1. Last day working at Purdue_____________________
2. Turn in Purdue travel credit card, if applicable
3. Provide a forwarding mailing address (Form 13)
4. Non-Purdue email to receive instructions to obtain online tax forms__________________________________

Business Office Representative_________________________________

Laboratory Manager(s) (for students with access to a campus laboratory, or office in a lab):
1. All Lab Departure Forms for other labs in which you have worked have been completed.
2. All laboratory property, including PPE (lab coats, etc.), tools, and manuals have been returned.
3. The Student’s laboratory bench, workspace, and office space have been cleaned.
4. All instrument control PC accounts have been terminated (or the Lab manager has a record of them).
5. All materials, including chemicals and other samples have been properly labeled or disposed.
6. Any Laboratory Keys have been returned, and access to labs through ID card swipe has been terminated.

Lab 1: ______________________ Laboratory Manager 1: ________________________________
Lab 2: ______________________ Laboratory Manager 2: ________________________________

Office Keys
1. EEE Office keys have been returned. A fine of $25.00 will be charged for each unreturned key.
2. The student has returned any lock for locker space in Wang Hall.


Academic Advisor
1. The student has returned all borrowed materials (lab notebooks, textbooks, research laptops, etc.)
2. This form has been signed above by the appropriate laboratory manager(s) in which the student has performed work or occupied office space (Lab location(s) ________________________________).
3. I have inspected the student’s space and confirmed it to be acceptable with the laboratory manager.

Research Advisor________________________________________

EEE Administrative Director (N. Robinson)
1. All teaching duties have been completed.
2. All other EEE responsibilities have been met (all above necessary signature have been obtained).
3. All personal property has been cleared from the student’s office space.

Director or Designee_____________________________________

11/2017