

## 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. Update SuccessFactors **BEFORE** your last day, including:
  1. Address (using the edit function in the Address Information section)
  2. Email information (using the edit function in the Contact Information section)
  3. Phone number (using the edit function in the Contact Information section)
  4. Any banking information updates, if needed (using edit function in Payroll Information section)

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.

1. Grad. Adm. Asst: \_\_\_\_\_ 2. 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**

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 \_\_\_\_\_