CHECK-OUT INFORMATION FORM
Students, Faculty and Visiting Scholars
Ray W. Herrick Laboratories

Name: ____________________________________________ Date of Departure: __________________________________

MS ☐ Ph.D. ☐ PostDoc ☐ Visiting Scholar ☐ Undergrad Project Student ☐ Graduate Project Student ☐ 497 ☐ 597 ☐

Other ☐ ____________________________________________ Field of Study _________________________________

• I have discussed the obligation of confidentiality of date and reports in connection with the research project on
  which I have worked during my stay with the Principal Investigator of the project. ........................................... Yes ☐ No ☐
• I have removed all personal items from my office area and have given the Principal Investigator all reports,
  computer data, research notebooks, etc., which the Principal Investigator wishes to retain. ................................. Yes ☐ No ☐
• I have discussed the official departure details required by me with the Foreign Student Advisor, Rm 136,
  Schleman Hall, or M.E. ........................................................................................................ ............................................... Yes ☐ No ☐
• I have reviewed departure requirements with the M.E. Business Office. ......................................................... ................... Yes ☐ No ☐

Signed _______________________________________________________________ Date _______________________________

FORWARDING ADDRESSES: Purdue Login: ________________________________________
Employer: _____________________________ Home: _________________________________
Cell phone: ___________________________ Cell phone: _________________________________
Land line: _____________________________ Land line: _________________________________
Email: _______________________________ Email: _________________________________

Principal Investigator Check-out:
• Discussed obligations, confidentiality of data.
• Received all reports and other items loaned to this individual.
• Laboratory and office has been organized properly for departure.

Signed _______________________________ Date ______________

PRINCIPAL INVESTIGATOR

Printed Name______________________________________

Research Shops:
Password for HERL computer:____________________ ☐ (N/A)

Keys, instrumentation and manuals, tools, and unused supplies
have been returned. Work area has been cleaned up.

Signed ______________ Date ______________ Signed ______________________________ __________________________

RON EVANS, ELECTRONICS SHOP B. BROWN, MECHANICAL SHOP REPRESENTATIVE

Administrative Check-out:

Signed ____________________________  Date __________

P. DAVIES, DIRECTOR DONNA CACKLEY, ADMINISTRATIVE ASSISTANT

ONLy THESIS/DISserTATION students need to fill in this part - Thesis/Dissertation Distribution: Refer to
back of this form. Questions should be referred to your major professor, principal investigator, or to Prof. Patricia Davies.

CONFIDENTIAL THESIS (if not done, will send by __________) NON-CONFIDENTIAL THESIS (if not done, will send by __________)

M.E. Grad Office _______ (1 bound w/confidentiality form) M.E. Grad Office _______ (1 bound)
Major Prof _______ Major Prof _______
Student _______ Student _______
Sponsor _______ Sponsor _______

Herrick _______ (unbound + .pdf on CD-Rom) Herrick _______ (unbound + .pdf on CD-Rom)

Signed _______________________________ Date ______________ No Thesis or Report Required ☐

CINDY CORY, SECRETARY

PLEASE SEE OTHER SIDE

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THESES/DISSERTATIONS:

It is University policy that all students pay for the theses/dissertations necessary for their degree. This is enforced even when the thesis or dissertation might also be used as a report. Thus, you should plan to hire someone to enter your thesis/dissertation, if you do not do it yourself.

The University requires that you provide one copy of your thesis or dissertation for deposit in the Thesis Office (see the Manual for Preparation of Graduate Theses—available from the Graduate Office); one copy for your major professor. In addition to this, the Herrick Laboratories requests that you also provide one good reproducible copy for reference within the Labs. **THIS DOES NOT HAVE TO BE AN ORIGINAL—A GOOD PHOTOCOPY IS FINE! and should NOT BE BOUND OR PUNCHED.** The Herrick Lab copy will be scanned and made available to our students and staff.

For those who are doing reports for sponsors as well, it is frequently possible to use materials (photos, figures, and even some text) in reports for the thesis. Please see your major professor for those cases.


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**THERE MAY BE OTHER REQUIREMENTS WITH WHICH YOU MUST COMPLY. THE ABOVE LISTED ARE HERRICK LABS REQUIREMENTS.**