



Department of Chemistry & Biochemistry

Graduate Exit Checklist

This checklist has been prepared by the faculty to assure a smooth transition from the department. This list must be completed with appropriate signatures at completion of the M.S. or Ph.D. program to prevent delays in the assignment of the degree.

Name _____ Aggie ID # _____	
Department Administrative Assistant	
Name: _____	
Signature _____	date: ___/___/___
<input type="checkbox"/> departmental keys returned	
Research Advisor	
Name: _____	
Signature _____	date: ___/___/___
<input type="checkbox"/> chemical inventory disposition	<input type="checkbox"/> chemical waste/sample disposal
<input type="checkbox"/> laboratory properly cleaned	<input type="checkbox"/> borrowed items returned
Department Head	
Name: _____	
Signature _____	date: ___/___/___
<input type="checkbox"/> borrowed items returned	