

Check Out Sheet for Graduate Students

Return this form to the Office of Graduate Education (C2201) as soon as you have obtained all necessary signatures. It is due no later than 4 p.m. on the last day of finals week in the semester of graduation.

Print Student Name _____ ID# _____

Degree Program: _____ Semester of completion: _____

Section A: To be completed by the student's major professor/advisor		
1. Degree research/project completion: Please check <u>one</u> : <input type="checkbox"/> Student is a non-thesis student and has no project to complete <input type="checkbox"/> Student is a non-thesis student and has completed the final project requirements <input type="checkbox"/> Student has written a thesis or dissertation (Section B must be completed)		
2. Student is remaining enrolled to complete another degree: [] Yes [] No If No, please check <u>all</u> that apply: <input type="checkbox"/> Student has been issued keys (Section C must be completed) <input type="checkbox"/> Student has been using laboratory facilities (Section D must be completed) <input type="checkbox"/> Neither of these items applies (includes distance students not located on campus) List labs: _____		
_____ Signature of Major Professor	_____ Print name	_____ Date
Section B: To be completed by Devereaux Library		
The Devereaux Library certifies that this student has delivered the final master copy of the thesis/dissertation to the Library for printing and binding and has fully paid for all services related to thesis/dissertation production.		
_____ Signature of certifying official	_____ Print name	_____ Date
Section C: To be completed by the Facilities and Risk Management Office or Human Resources		
<input type="checkbox"/> The Facilities and Risk Management Office (Facilities Building) certifies that this student has returned any building and room keys issued to him/her OR <input type="checkbox"/> Human Resources certifies that this student has submitted a Volunteer Work Agreement for continued access to campus buildings, rooms, or labs. https://www.sdsmt.edu/campus-services/human-resources/docs/volunteer-work-agreement/		
_____ Signature of certifying official	_____ Print name	_____ Date
Section D: To be completed by the Campus Environmental Health and Safety Manager		
Student: To get this section completed, you will need to arrange an appointment for a lab walk-through by emailing Margaret.Smallbrock@sdsmt.edu . The sooner you make this appointment, the better. The Campus Environmental Health and Safety Manager certifies that this student has cleaned his/her laboratory space and properly disposed of all chemicals or hazardous waste.		
_____ Signature of certifying official	_____ Print name	_____ Date

Reminders for the Student

_____ I have submitted the Placement/Post Graduation form to the Career Planning Office (Surbeck).

_____ I have submitted the Graduate Information Form to the Alumni Office (Foundation Building).

_____ *PhD students only*: I have completed the Survey of Earned Doctorates for the National Science Foundation.

<https://sed-ncses.org>