

Check Out Sheet for On-Campus 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 one:

- Student is a non-thesis student and has no project to complete
 Student is a non-thesis student and has completed the final project requirements
 Student completed a thesis/dissertation; OK to change NP grades to S

2. Student is remaining enrolled to complete another degree: Yes No

If No, please check all that apply:

- Student has been issued keys (**Section B must be completed**)
 Student has been using laboratory facilities (**Section C must be completed**)
 Neither of these items applies

List labs: _____

Signature of Major Professor

Print name

Date

Section B: To be completed by the Facilities and Risk Management Office or Human Resources

The **Facilities and Risk Management Office** (Facilities Building) certifies that this student has returned any building and room keys issued to him/her

OR

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 C: 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: <https://www.surveymonkey.com/r/WM7WB7V>.

_____ 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>