SOUTH DAKOTA MINES

Check Out Sheet for On-Campus Graduate Students

Your major professor must first complete Section A. Additional sections should be completed as dictated by the entries in Section A.2. Deliver to the Graduate Office after all required signatures are completed.

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>:
  ___ 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 <u>all</u> 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://powerforms.docusign.net/2af351d9-13ba-4cbc-97cb-54f39f2ff1b2?env=na3&acct=4eafe84c-c599-4e69-8433-4e593dd321e7

_____ _____ _____
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 completed the Placement/Post Graduation survey: https://www.surveymonkey.com/r/WM7WB7V.
____ *PhD students only:* I have completed the Survey of Earned Doctorates for the National Science Foundation.
https://sed-ncses.org

                             Grad Office Use: _____