ChE Department Graduation Clearance Form

for Graduate Students

<u>Student:</u> Print this form, fill in the student information section, and complete each task listed below. You must obtain signatures from each staff member before you can obtain department clearance. The signatures will verify that you have completed all of the required tasks.

<u>Deadline:</u> If possible please turn in 2 weeks prior to the last day of finals week. The completed and signed form must be turned in no later than the last day of finals week for the anticipated graduation term.

<u>Advisor:</u> You can clear this student for graduation once he/she has completed all of your requirements and has obtained signatures from all of the ChE staff members. Please indicate that you have cleared the student for graduation and place this form in Shelley Taylor's mailbox.

Student Information

Last Name	First Name	Initial	CWID Number
Email Address			Degree (MS or PhD)
Print Advisor Name	Advis	or Phone	Anticipated Graduation Term
ATRC Lab Ke	eys (Return keys to	201 ATRC)	
All keys have b	een returned.		
Signature			Date
_	Check-out - Shelley an appointment by e		ter@okstate.edu
All chemicals mixed for your use only are disposed of.			
Desk cleared of all belongings and papers.			
Computer passwords cleared.			
Lab work area	cleaned and orderly.		
Lab Manager's	Signature		Date
Graduate Program Asst. Check-out - Shelley Taylor			
Electronic Copy of Final Thesis/Dissertation has been submitted to Shelley Taylor.			
Graduate Coordinator's Signature			Date

<u>Student</u>: Please provide a brief bio of your accomplishments, awards, papers, etc. and future plans below.