# CHE Graduation Clearance Form

for Graduate Students

Students must print this form and complete each section in the order shown. To complete each section, a student must schedule time with the appropriate staff member and obtain his or her signature to verify that each task was completed. Students must submit the completed form to the Graduate Program Director no later than the last day of their anticipated graduation term. An indefinite hold will be placed on a student’s graduation until the form is submitted.

## Student Information (print clearly)

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Initial</th>
<th>CWID Number</th>
<th>Email Address</th>
<th>Degree (MS or PhD)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Advisor's Name</th>
<th>Advisor's Phone</th>
<th>Anticipated Graduation Term</th>
</tr>
</thead>
</table>

## CHE Laboratory Manager - Shelley Potter

Please make an appointment by email - shelley.potter@okstate.edu

- [ ] Chemical disposal completed
- [ ] Laboratory work area cleaned
- [ ] Office work area cleaned
- [ ] All research files and records are accessible

CHE Laboratory Manager’s Signature  
Date

## ATRC Lab Keys (Return keys to 201 ATRC)

- [ ] All keys returned

Signing Official for ATRC Lab Key Distribution  
Date

## CHE Financial Assistant - Carolyn Sanders

Please make an appointment by email - carolyn.sanders@okstate.edu

- [ ] P-card has been cancelled
- [ ] No P-card
- [ ] Final log sheet has been submitted

CHE Financial Assistant’s Signature  
Date
Advisor Clearance

☐ The student has completed all of my requirements
☐ I have cleared the student for graduation

_________________________________________  __________________________
Advisor's Signature                      Date

Graduate Program Assistant - Beth Kelly

☐ Electronic copy of final thesis/dissertation has been submitted

_________________________________________  __________________________
Graduate Program Assistant's Signature     Date

_________________________________________  __________________________
Student's Signature                      Date

**Student:** Please attach a current resume and briefly describe your future plans below.