ChE Department Graduation Clearance Form
for Graduate Students

**Student:** 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.

**Deadline:** 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.

**Advisor:** 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 Paula Kendrick’s mailbox.

### Student Information

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Initial</th>
<th>CWID Number</th>
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<thead>
<tr>
<th>Email Address</th>
<th>Degree (MS or PhD)</th>
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<tr>
<th>Print Advisor Name</th>
<th>Advisor Phone</th>
<th>Anticipated Graduation Term</th>
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### ATRC Lab Keys (Return keys to 201 ATRC)

- All keys have been returned.

  __________________________  __________________________
  Signature                  Date

### Lab Manager Check-out - Shelley Potter

Please make an appointment by email - shelley.potter@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 - Paula Kendrick

- Electronic Copy of Final Thesis/Dissertation has been submitted to Paula Kendrick.

  __________________________  __________________________
  Graduate Coordinator Assistant's Signature  Date
Financial Assistant Check-out - 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.

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 ___________

Advisor: Please indicate that you have cleared the student for graduation and place this form with your

My advisor has requested _________ hard bound copie(s) of my Thesis/dissertation.

Student’s Signature ___________________________ Date ___________

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