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. Please set up an appointment with each staff member by email.

Deadline: The student must submit the completed and signed form 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 Shelley Taylor's mailbox.

Student Information

<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>

Print Advisor Name | Advisor Phone | Anticipated Graduation Term |

ATRC Lab Keys
(Retrieve 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 |
### 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.

<table>
<thead>
<tr>
<th>Financial Assistant's Signature</th>
<th>Date</th>
</tr>
</thead>
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### Graduate Program Asst. Check-out - Paula Kendrick

- You have submitted a forwarding address to the United States Postal Office. ([https://www.usps.com/](https://www.usps.com/) This is for mail you have had sent to 420 Engineering North)

- Electronic Copy of Final Thesis/Dissertation has been submitted to Shelley Taylor.

<table>
<thead>
<tr>
<th>Graduate Coordinator's Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

### Advisor Clearance

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

<table>
<thead>
<tr>
<th>Advisor's Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

**Advisor:** Please indicate that you have cleared the student for graduation and place this form with your signature in Shelley Taylor's mailbox.

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

<table>
<thead>
<tr>
<th>Student's Signature</th>
<th>Date</th>
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