

## School of Environmental Sciences - Departing Graduate Student Checklist

Student Name

Advisor Name

Student ID

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### Task Checklist

Safely disposed of samples, solutions, etc. in compliance with SES regulations	Completed
Samples retained at request of Advisor(s) are itemized, properly labeled, and stored appropriately in Advisor's name	Completed
Work area (laboratory, desk and office) clean and tidy and personal belongings removed	Completed
Advisor(s) provided with all final original research materials, including electronic files, field and lab notes (student has retained a copy where appropriate).	Completed
All keys returned to SES Administrative Officer	Completed

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**Notes** Provide any additional relevant information; if more room is needed attach a separate page. If keys will not be returned immediately, include date by which they will be returned.

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The Director will not sign the student's Recommendation for Graduation form until this checklist is completed and returned to the Graduate Program Assistant.

Student and Advisor signatures are required to acknowledge that all tasks have been completed as outlined above.

**Student Signature**

**Advisor Signature**