

**DEPARTMENT OF GEOLOGY – GRADUATE STUDENT CHECKOUT FORM**

When you prepare to leave the Department of Geology, regardless of the reason, you must complete the following form and file it with the Department Secretary before you go. You must obtain a signature from any faculty member who you have borrowed material. Use N/A in any space that is “not applicable” or “not available.” An incomplete form may result in registration, transcript, diploma, or Bursar holds.

NAME \_\_\_\_\_

FORWARDING ADDRESS \_\_\_\_\_  
 (Be sure to file a change of address form with the Post Office so that your mail is forwarded to your new address)

EMAIL \_\_\_\_\_ PHONE \_\_\_\_\_

REPORT OF FINAL EXAM form was submitted to Dean’s Office (105 Bowman) on DATE \_\_\_\_\_

MAPS returned to Map Library (417 McGilvrey) Signature of Map Librarian \_\_\_\_\_

SOFTWARE, Bruntons, Field Equipment, Tools, returned to Merida \_\_\_\_\_ on Date: \_\_\_\_\_

**DISPOSITION OF RESEARCH MATERIAL:**

(Confirm how samples should be treated with your advisor before discarding any.)

Rocks                      discarded              stored (location): \_\_\_\_\_

Thin Sections              discarded              curated (location): \_\_\_\_\_

Prepared samples              discarded              curated (location): \_\_\_\_\_

Specimens              discarded              curated (location): \_\_\_\_\_

Sample Bottles:              emptied and cleaned: \_\_\_\_\_

Signature of Faculty member in charge of Lab: \_\_\_\_\_ Date: \_\_\_\_\_

Ask each professor to initial beside his/her name, confirming that you have returned all borrowed items

CARLSON	ORTIZ
DAHL	PALMER
ECKSTEIN	SCHWEITZER
FELDMANN	SHAKOOR
HACKER	SMITH
HEIMLICH	WELLS
HOLM	WITTER

Department copies of other’s THESES/DISSERTATIONS returned to shelves \_\_\_\_\_

KEYS returned to Secretary \_\_\_\_\_ Key Deposit returned to you \_\_\_\_\_

Electronic copy of your THESES/DISSERTATION filed with Office (105 Bowman) \_\_\_\_\_

Number of hard copies of your Thesis/Dissertation submitted for binding \_\_\_\_\_ Binding fee paid \$ \_\_\_\_\_

Ck # \_\_\_\_\_ Cash \_\_\_\_\_ (Generally 3 total: Student, Advisor, and Department copies)

Signature of Secretary: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_