

NAME: _____

ADVISOR: _____

Date Leaving ChBE: _____

[Email this completed form to Elizabeth Rentfro](#)

<p>FACULTY ADVISOR</p> <p><input type="checkbox"/> All tools, equipment, research notebooks, reference books and supplies returned.</p> <p><input type="checkbox"/> All chemicals that were used by you in your research are properly disposed of or accounted for.</p>
<p>GRADUATE PROGRAM ASSISTANT (<i>Elizabeth Rentfro</i>)</p> <p><input type="checkbox"/> Departmental seminar completed (<i>PhD only</i>)</p> <p><input type="checkbox"/> Application for a Degree form filled out in CAESAR (<i>PhD and MS</i>)</p> <p><input type="checkbox"/> Defense date set, and room booked with Grad Coordinator (<i>PhD and Thesis MS</i>)</p> <p><input type="checkbox"/> Final Exam/MS Completion form filled out in CAESAR (<i>PhD and MS</i>)</p> <p><input type="checkbox"/> Defense completed (<i>PhD and Thesis MS</i>)</p> <p><input type="checkbox"/> Final Exam/MS Completion form signed and submitted to Grad Coordinator (<i>PhD and Thesis MS</i>)</p> <p><input type="checkbox"/> Thesis Submitted to ProQuest - confirmation to Grad Coordinator (<i>PhD Only</i>)</p> <p><input type="checkbox"/> Fill out PhD exit survey and Survey of Earned Doctorates (<i>PhD only</i>) or MS Exit Survey (<i>MS only</i>)</p> <p><input type="checkbox"/> If appropriate, cancel your Northwestern health insurance. (<i>PhD only</i>)</p> <p style="padding-left: 20px;">-See the instructions on the TGS website to see if this pertains to you.</p> <p><input type="checkbox"/> Remove yourself from listservs (<i>PhD and MS</i>):</p> <p style="padding-left: 20px;">-Compose a new plain-text email to the listserv from which you wish to be removed.</p> <p style="padding-left: 20px;">-Leave the subject line blank, remove any email signatures from the message body, and type "UNSUBSCRIBE <i>listname</i>" (where <i>listname</i> is the name of the listserv).</p> <p><input type="checkbox"/> For information on commencement and hooding ceremonies, please see emails from the McCormick Dean of Graduate Studies or check the TGS and McCormick websites. You must indicate your intent to participate in the various ceremonies and ensure that you appropriately rent or purchase regalia. (<i>PhD and MS</i>)</p> <p><input type="checkbox"/> Check CAESAR for any holds on your record. Your diploma and copies of your transcript will not be released if you have any holds. (<i>PhD and MS</i>)</p>
<p>DEPARTMENT ASSISTANT (<i>Dana Omar or William Chaussee</i>)</p> <p><input type="checkbox"/> Keys returned (to Dana)</p> <p><input type="checkbox"/> Obtain any reimbursements that are still pending. (Your lab's admin: Dana or William)</p> <p><input type="checkbox"/> Take care of all relevant purchasing orders. (Your lab's admin: Dana or William)</p>
<p>FINANCIAL ASSISTANT (<i>Bryson Howard</i>)</p> <p><input type="checkbox"/> Final payroll date confirmed by advisor and paperwork processed</p>

Advisor Signature: _____

Student Signature: _____