

## Graduate Program Candidate Check-out Form

Student Name: \_\_\_\_\_

Room Number: \_\_\_\_\_

This form is for graduate students who are completing a MS (thesis or non-thesis) or PhD and must be approved with signatures (written or virtual) and returned to Patti Foster.

<b>Personnel</b>	<b>Responsibility</b>	<b>Signature</b>
<u>Department Head</u> Dr. Zhao Ma	Exit interview	_____
<u>Faculty Advisor</u>	Research completed Data and metadata deposited	_____
<u>Lab Manager/Advisor</u>	Equipment and supplies returned/stored	_____
<u>Ag IT</u> Richard Fox	Computer equipment returned/stored	_____
<u>Business Assistant</u> Lisa Lawson	Date leaving/Last in pay status date _____	_____
<u>Business Office</u> Jennifer Spitznagle	Return travel card Confirm Concur reports filed	_____
<u>OSS – Alumni Relations</u> Melissa Ledman	FNR Assessment and Placement Survey Thank you gift	_____
<u>Main Office</u> Telaina Minnicus	Keys returned – office/desk area cleaned and personal belongings removed	_____
<u>Graduate Program Coordinator</u> Patti Foster	Thesis/dissertation deposited Department requirements completed	_____

Modified 20240624



Forestry and Natural Resources