

Check Out Sheet for On-Campus Graduate Students

Your major professor must first complete Section A. Additional sections should be completed as dictated by the entries in Section A.2. Deliver to the Graduate Office after all required signatures are completed.

Print Student Name _____ ID# _____

Degree Program: _____ Semester of completion: _____

Section A: To be completed by the student's major professor/advisor

1. Degree research/project completion: Please check one:

- ___ Student is a non-thesis student and has no project to complete
- ___ Student is a non-thesis student and has completed the final project requirements
- ___ Student completed a thesis/dissertation; OK to change NP grades to S

2. Student is remaining enrolled to complete another degree: [] Yes [] No

If No, please check all that apply:

- ___ Student has been issued keys (**Section B must be completed**)
- ___ Student has been using laboratory facilities (**Section C must be completed**)
- ___ Neither of these items applies

List labs: _____

Signature of Major Professor

Print name

Date

Section B: To be completed by the Facilities and Risk Management Office or Human Resources

[] The **Facilities and Risk Management Office** (Facilities Building) certifies that this student has returned any building and room keys issued to him/her

OR

[] **Human Resources** certifies that this student has submitted a Volunteer Work Agreement for continued access to campus buildings, rooms, or labs. [Volunteer Work Agreement form](#)

Signature of certifying official

Print name

Date

Section C: To be completed by the Campus Environmental Health and Safety Manager

Student: To get this section completed, you will need to arrange an appointment for a lab walk-through by emailing Margaret.Smallbrock@sdsmt.edu. The sooner you make this appointment, the better.

The Campus Environmental Health and Safety Manager certifies that this student has cleaned his/her laboratory space and properly disposed of all chemicals or hazardous waste.

Signature of certifying official

Print name

Date

PhD students only: I have completed the Survey of Earned Doctorates for the National Science Foundation.
<https://sed-ncses.org>