Graduate Student Exit Checklist

Please use this checklist as a tool to help the Chemistry staff and yourself with the tasks to complete as you prepare to finish your graduate program.

- Schedule room reservation for Thesis Defense
  - Date:____________________
  - Time block:______________
  - Location:__________________________
- Notify Grad School of date for Defense
- Provide Defense information to Luanne
  - Defense Title: ____________________________________________________________
  - Defense start time:______________
- Schedule Department of Chemistry exit interview with Sarah Burton
- After Defense, verify exit requirements with Graduate School
- Edit and finalize thesis
- Provide copies of thesis to Chemistry Department, Valley Library, and Grad School. Please verify specific requirements are met for each copy
- Notify Chemistry Department of anticipated exit date so we can adjust assistantship if necessary and complete any forms
- Verify that a photo has been provided to the Chemistry Department
- Provide forwarding address to Chemistry Department
- Return keys to Key Shop

Please return this form the Chemistry Department prior to leaving.

Thank you