



Graduate Student Checkout Form

The following checklist must be completed by all graduate students prior to their departure upon graduation. It is your responsibility to make all necessary arrangements. Failure to comply may result in the withholding of your diploma.

NAME _____
 EID _____ DEGREE _____
 Anticipated date of graduation _____

**Initials of
 Appropriate Office:**

1. Check with your supervisor concerning research equipment, lab clean-up, returning papers borrowed from their files, etc. Get supervisor’s initials. _____
2. Add your initials after completing the online exit survey at https://utexas.qualtrics.com/jfe/form/SV_51tKXBinWj41d09. _____
3. Schedule an appointment with Daryl Nygaard for office/lab inspection 1 month prior to your departure date. Call Daryl at 512-471-1224 or email him at darylNygaard@austin.utexas.edu. Final inspection should be 2 days prior to departure. Keys are to be turned in to Daryl and after-hours building access will be terminated. _____
4. Return all materials checked out from the PGE Reading Room to its circulation desk (CPE 3.158B) during posted business hours. Contact Allison McNamara (allison.mcnamara@austin.utexas.edu) for signature once that task is complete. _____
5. Submit the “PGE Graduate Student Journal Articles and Conference Proceedings” online form at https://utexas.qualtrics.com/jfe/form/SV_9HwwUDVfnxT0euG. Contact Allison McNamara (allison.mcnamara@austin.utexas.edu) for signature once that online form is complete. _____
6. Initial here to allow members of the dept. to make copies of your work for research purposes. _____

Congratulations and the best of luck to you in the future!

Approved by PGE Graduate Advisor _____ date _____

Upload completed, initialed, and signed form in the PGE Graduate Office UT Box folder.

<https://utexas.app.box.com/f/a15e4449bd2d4574a4ef5fa6d6b4f00a>

Form Revised 03/07/2024