

ULM College of Pharmacy: Graduate Student Checkout Form

(This form must be completed by every graduate student before leaving campus and submitted to the Graduate Program Coordinator.)

I. Student Information

Field	Response
Graduate Student Name	_____
Program/Degree	_____
Expected/Actual Departure Date	_____

II. Institutional Clearance

Clearance Item	Office/Individual	Initials	Date
1. All fines, fees, and overdue materials have been resolved.	University Library	_____	_____
2. Thesis/Dissertation final copy has been accepted and filed.	Graduate School	_____	_____
3. Exit Survey has been completed.	Graduate Program Coordinator	_____	_____

III. Major Advisor / Administrative Clearance

Clearance Item	Office/Individual	Initials	Date
1. Final grades for all classes have been submitted in the correct form.	Major Advisor	_____	_____
2. All student records (e.g., grade books, project files, comprehensive exams) are properly filed for long-term reference.	Major Advisor	_____	_____
3. All equipment, materials, and supplies checked out to the student have been accounted for and returned.	Major Advisor	_____	_____
4. Completion of required close-out procedures (e.g., lab notebook submission).	Major Advisor	_____	_____
5. Payroll termination/final payment information has been prepared.	Graduate coordinator	_____	_____
6. All University, College, or departmental keys/access cards have been returned.	Facility Manager	_____	_____

IV. Student Contact Information & Signatures

Item	Response
New Forwarding Address: (Street, City, State, Zip)	_____
Cell Phone:	_____
Email: (Personal, non-ULM email)	_____

Student Signature: _____ **Date:** _____

Graduate Program Coordinator Signature: _____ **Date:** _____