When a student leaves the Department of Earth & Atmospheric Sciences, regardless of the reason, they must complete this form and file it with the Department Academic Advisors (Karen Maldonado or Jim Parker). You will need to return items (if applicable) to the respective office and obtain signatures. An incomplete form will result in a hold on your account, and you will be unable to receive your transcripts, diplomas, etc. until the hold is removed.

1. **RESEARCH MATERIAL** (Location)
   Rocks discarded/stored: ____________________________________________

   Thin Sections discarded/stored: ______________________________________

   Prepared samples discarded/stored: _________________________________

   Sample Bottles, emptied and cleaned: _________________________________

   Data stored/archived: _____________________________________________

   Hard and soft copy of thesis/dissertation submitted to research advisor__________________

   Other, as specified by Research Advisor _______________________________________

   **Signature of Research Advisor:** ____________________________ Date: _______________

   **Research Advisor Name:** ____________________________

2. **LAPTOP/COMPUTERS**
   Any borrowed laptop/computer must be returned & cleaned from unnecessary data & programs

   **Jay Krishnan, Signature:** ____________________________ Date: _______________

3. **KEYS** (All keys must be returned)

   **Key Control, Signature:** ____________________________ Date: _______________

4. **OTHER MATERIAL** (Field equipment/tools returned, desk space cleaned)

   **Academic Advisor, Signature:** ____________________________ Date: _______________

   **Academic Advisor, Name:** ____________________________