Before your final departure from the department, please ensure that you have attended to the following items. All signatures are required with the departmental signature being last.

All borrowed material/equipment has been returned:
- Off campus equipment
  - Nadine Noseworthy (1-26 ESB, ph 23265)……………………Signature:_________________
- Other (microscopes, field equipment, safety kits, inventory)
  - Daren Molinaro (CCIS L1-272, ph 780-996-0839)…………..Signature:_________________
  - Peter Carlson (ESB 1-60, ph: 2-6443) ………………………Signature:_________________

Thesis samples, stored and borrowed material:
- A thesis collection (where applicable) of one box, sorted and documented has been deposited with the collections coordinator.
- All excess thesis material and personal effects have been removed from department storage areas and properly disposed of.

Please contact the Collections Manager for advice about thesis collection and disposal of excess materials.
  - Lisa Bundey (ESB B-03, ph 780-288-0109)……………………Signature:_________________

- Specimens borrowed from other institutions have been returned:
  - Supervisor:____________________________Signature:___________________

- Have all chemicals and dangerous goods purchased in regards to your thesis been properly disposed of OR been transferred to the custody of your supervisor?
  - Katie Nichols (ESB 1-02, ph 780-288-3554)…………......Signature:_________________
  - Daren Molinaro (CCIS L1-272, ph 780-996-0839)…………Signature:_________________

- Is your office space clean and free of personal items, specimens, chemicals, and hazardous goods?
  - Katie Nichols (ESB 1-02, ph 780-288-3554)…………......Signature:_________________
  - Daren Molinaro (CCIS L1-272, ph 780-996-0839)…………Signature:_________________

- Assigned keys have been returned and deposit returned:
  - Nadine Noseworthy (1-26 ESB, ph 23265)………………..Signature:_________________

Graduate Program Administrator:
- Arrangements are in place for EAS to receive one bound and one electronic copy or CD of your completed thesis (copy of receipt from printer for hard copy is required).
- Update your address via beartracks if it has, or will, change.
  - René Gobeil (ESB 1-26, ph 23329)…………………….Signature:_________________

Department Chair
- All items have been checked and accounted for.
  - Stephen Johnston (ESB 1-30, ph 25031)…………………..Signature:_________________

PLEASE RETURN THE COMPLETED FORM TO THE GRADUATE PROGRAM ADMINISTRATOR
Revised: September 2019