



DEPARTMENTAL CHECK-OUT PROCEDURE

PART 1:

Student's Name: _____

University ID: _____

University Email: _____

Research/Faculty Advisor: _____

List forwarding information:

Address: _____

Telephone: (Home) _____ (Cell) _____

Personal Email: _____

Employer Name,
Address, and Position: _____

Deactivate my UDel email account: Yes No

(If no, please note that email account will remain active for exactly 12 months from today)

PART 2:

CHECK-OUT ACTION	AUTHORIZED SIGNATURE	DATE
1. Return ProCard and confirm there are no outstanding charges.	_____ ProCard Administrator	_____ Date
2. Designate someone in your group to adopt any reoccurring group costs. (i.e. cylinder rental)	_____ Designee for reoccurring costs	_____ Date
3. Turn in Research notebooks; return borrowed books and all software packets to faculty advisor and/or MSEG front office. Separate and arrange transfer of in-lab equipment to the faculty advisor.	_____ Faculty Advisor	_____ Date
4. Research Group check out complete.	_____ Faculty Advisor	_____ Date
5. MSEG/DBI/IEC/ CCM Laboratory clean-up complete; all chemicals and supplies should either be reassigned to another member of the research group or disposed of properly.	_____ Designee for chemicals	_____ Date
Lab Room # _____	_____ Lab Coordinator	_____ Date
6. Office # _____ clean-up completed.	_____ Lab Coordinator	_____ Date
7. Return all UD keys upon departure.	_____ Lab Coordinator	_____ Date
8. Return UD iCard if it says DEPARTMENT (Visiting Scholars ONLY) (\$25 fee if not returned)	_____ Administrative Assistant	_____ Date
9. Electronic dissertation/thesis submitted.	_____ Academic Advisor – Grad Coordinator	_____ Date
10. Application for Advanced Degree submitted.	_____ Academic Advisor – Grad Coordinator	_____ Date
11. Graduating Student	_____ Student Signature	_____ Date
12. Business Administrator	_____ Signature	_____ Date
13. Department Chair	_____ Signature	_____ Date