**DEPARTMENT OF FOOD SCIENCE AND HUMAN NUTRITION**

***GRADUATE STUDENT CHECKOUT SHEET***

Before leaving FSHN, each student must have all items of the following list initialed and dated by the person responsible. Return the completed form to Aislinn Callahan-Brandt (calla141@msu.edu).

**Student Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- |
| **DATE** | **INITIALS** | **ITEMS** | **PERSON RESPONSIBLE** |
|  |  | Thesis/dissertation received and approved | Faculty Advisor |
|  |  | Cleanup and disposal of researchsamples and reagents | Faculty Advisor |
|  |  | Borrowed books, original data, research notebooks & computer files returned to advisor | Faculty Advisor |
|  |  | Continuing in this department for a Ph.D. degree, if applicable | Faculty Advisor |
|  |  | Exit interview with Dr. Bourquin via phone or Zoom**Date of interview** \_\_\_\_\_\_\_\_\_\_\_\_\_ | Ashley Wallin (clarkas@msu.edu) |
|  |  | Cleanup of assigned desk | Aislinn Callahan-Brandt |
|  |  | Keys turned in to Main Office | Staff receiving keys |
|  |  | Complete RCR in GradPlan | Aislinn Callahan-Brandt |
|  |  | Leave a forwarding address | Aislinn Callahan-Brandt |

**Forwarding Address: Employment Title and Address:**

**Final Approval:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Director of Graduate Studies