

Checklist before Leaving UT

Check Item	Initials of student	Initials of major professor
Have you submitted or published at least one (MS)/two (PhD) papers?		
Have you asked your committee to submit the thesis/dissertation assessment form to the Food Science Director of Graduate Studies?		
Has your office and lab workspace been cleared up?		
Have you disposed all samples and wastes in your workspace and common space including refrigerators and freezers? If some materials and samples are to be kept, have you labeled them clearly with sample information, your name, and date?		
Have you informed the Main Office Staff about your final date of employment at least one month prior to departure?		
Have you submitted the thesis/dissertation approval form to the Graduate School and the PDF copy of your thesis/dissertation to TRACE?		
Have you paid all your relevant fees, e.g., for graduation?		
Have you returned your keys to the Key Shop?		
Have you given your research notebooks, digital data, and electronic copies of your thesis/dissertation and manuscripts to your major professor?		
Have you provided contact information to your advisor and the Department so as to reach you in the future for forwarding your mails, sharing job opportunities, and distributing newsletters and announcing social events of the Department and University with you being an alumnus?		
Have you scheduled an exit interview with the Department Head?		

Final approval by the Department Head at the Exit Interview

Neal Schrick, Professor and Interim Department Head (signature)

Date