

Exit Checklist – Chemistry PhD/Thesis MS

Name _____ UIN _____

Pre-Final Defense Checklist (should be completed by student)

Yes or No _____ Do you have a balance on any emergency loans from the Department of Chemistry?
If yes, you must arrangement for paying off your balance (**Jenny Cox**). **Your degree will not be awarded, if you still owe a balance.**

Initials _____ Date _____
_____ _____ Notify the Graduate Program Coordinator (**Sean Drummond**) of your plans to graduate, final defense date, and when you intend to leave the department.

_____ _____ Verify that you are not enrolled for the term after you plan to graduate.

Mandatory Meetings (Must be completed by Career Services Staff and Dr. Su'a)

Initials _____ Date _____
_____ _____ Go to the Career Counseling and Placement Services website, <http://careers.scs.illinois.edu/>. Click on "REPORT YOUR PLANS" link, which is below the first picture on the top left, to complete your profile and offer information. (**Verify that your information was received in 105 NL**).

_____ _____ Exit Interview with the Assistant Director of Graduate Diversity and Program Climate (**Dr. Tepora Su'a**) or the Director of Graduate Studies (**Professor Gregory Girolami**).

*You must have this appointment **scheduled before your defense**, but for flexibility, you have the option of scheduling it before or after your defense. If you choose after, the interview does have to **take place within 30 days of your defense**.*

Post-Final Defense Checklist (should be completed by student)

Initials _____ Date _____
_____ _____ Thesis Deposit Date: _____ MS _____ PhD
_____ _____ Update your address on Enterprise/Self-Service. **Also provide an address to send your Diploma.**
_____ _____ Check out with **your advisor**
_____ _____ Turn in your keys to the **mailroom. (29 RAL) and/or Beckman, MRL, etc.**

Future Employer _____

Job Title _____ Start Date _____

Telephone (Your Cell) _____

Non UIUC Email Address _____

Submit this completed form to the Graduate Program Coordinator (Sean Drummond, 109 NL)

Staff Use Only:

Y/N	Initials	Date	
_____	_____	_____	Zero emergency loan balance?
_____	_____	_____	Form Accepted by Graduate Program Coordinator?