DEPARTMENT SIGN-OFF SHEET

This form must be completed by MASc & PhD students intending to graduate and returned to the Administrative Coordinator, Graduate Studies (Judy Caron) before leaving the Department. Degrees are not granted by the University until all charges are paid and clearance is given.

Name of Graduate Student: (print) __________________________

Students are responsible to:

Please e-mail checoop@uwaterloo.ca when you are ready to vacate your office to arrange for inspection.

1. Submit Intention to Graduate Form
2. QUEST – Change of Address information for T4 purposes, diploma, etc
3. All equipment, tools, etc, have been returned in good condition
4. Any broken/lost articles have been paid for or replaced
5. All gas cylinders have been returned to stores for credit
6. If you are ordering bound copies of your thesis, you must ensure Thesis is sent to New Media Services
7. For Convocation information, please see this link Convocation – Graduate Studies

Supervisor responsibilities:

1. Data books have been returned to Supervisor, research area cleaned and left in good condition, personal books/papers borrowed from Faculty members have been returned.
2. Any materials, chemicals/solvents remaining in the student’s research area(s) after he/she leaves, ARE THE PERSONAL RESPONSIBILITY OF THE SUPERVISOR, who shall ensure these materials are properly labeled and safely stored.
3. **MASc students ONLY:** Student has completed oral examination with supervisor and readers;
   
   DATE: __________ TIME: _______ PLACE: __________

   **SUPERVISOR SIGNATURE:** ______________________________

Safety Officer: **(If student has lab access)** All Chemical Wastes have been collected, correctly identified, labeled and forwarded for disposal. R. Dickhout, Safety Off.E6-3102 ______________________________

Keys

All keys returned, office/desk/study area completely cleared.

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Ingrid Sherrer – Main Office