

## CLEARANCE FORM FOR GRADUATE STUDENTS

Student Name: \_\_\_\_\_ McGill ID#: \_\_\_\_\_

### **Instructions:**

This form must be completed (including all approvals) before leaving the Department, regardless of the state of completion of the student's project. **FAILURE TO SUBMIT AN APPROVED FORM MAY RESULT IN A DELAYED GRADUATION.**

### **Signatures required:**

#### **I. Office and desk key returned** (to be signed by Sandy Shewchuk-Boyd)

Signature:

Date:

#### **II. Office/desk space cleared** (to be signed by Stephanie Trempe)

Room: \_\_\_\_\_ Desk: \_\_\_\_\_

Signature:

Date:

**NOTE:** ALL materials must be removed from desk area prior to obtaining signature.

#### **III. Laboratory equipment/space/computers** (to be signed by Supervisor)

Signature:

Date:

#### **IV. Library: fees paid and all materials returned** (to be signed by Circulation Desk)

Signature:

Date:

#### **V. Supervisor's requirements** (student has submitted electronic copy of all data)

Signature:

Date:

**Please return completed form to the Graduate Program Coordinator, Room 492**