

## CLEARANCE FORM FOR GRADUATE STUDENTS

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

### Instructions:

This form must be completed (including ALL approvals-n/a can be used if it doesn't apply and a signature is still required) 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 Serena Barroso or Mylissa Falkner)

Signature:

Date:

II. **Office/desk space cleared** (to be signed by Serena Barroso)

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 495A**