

Mathematics Check-out Form for Fall 2009

for _____

Please obtain signatures on this form before leaving the department. When this form is completed, return it to Melanie and you will receive the signed "Graduate Student Approval Slip for Graduation." Take the approval slip to the Graduate College for signatures of the Thesis Office (if thesis option)(must be signed by December 1) and/or Lori Meyer in the Graduate College (by December 4) See all deadlines at <http://www.grad-college.iastate.edu/thesis/deadlines09f.html>.

TA's/Instructors:

_____ TA's need to return grade sheets, homework, etc., to class supervisors.
_____ Instructors need to turn course grade sheets, method used to calculate grades, and final examinations for the past year into the office.

_____ Kristy Goodale

Textbooks:

_____ All Textbooks Returned.
_____ Textbooks not Returned--Text Name: _____

_____ Ellen Olson

Keys/Offices:

_____ All Keys have been/will be turned in to the Key Desk/Ellen in the General Services Building.
_____ Office has been cleaned, books removed, and papers/tests destroyed, removed, or returned to supervising faculty or to the office staff.

_____ Ellen Olson

Personal Copy/Coffee Bills Paid

_____ Ellen Olson

AMS Graduate Survey (get from Graduate Secretary):

_____ Completed and returned the AMS Annual Survey.

_____ Melanie Erickson

Creative Component, Thesis or Dissertation:

_____ Electronic copy emailed or given to the Graduate Secretary.

_____ Melanie Erickson

Creative Components are posted on the Math web page with your permission (circle one) Yes No

Job Information:

Job Title: _____ Starting Salary (not given out): _____
Company Name: _____
Work Location (City, State): _____

Forwarding Information:

Forwarding email: _____
Forwarding address: _____

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- Please change address information on AccessPlus.
 - Remember to forward your mail through the U.S. Post Office, too!!

Good luck with your future plans!!