

Department of Chemistry

Binghamton University
State University of New York

EXIT FORM

____ **1. CHEMICAL AND SPACE EXIT REVIEW**

It is the responsibility of the student and faculty advisor to ensure that all chemicals, equipment, and laboratory space used by students during the course of their work is cleaned and stored in a safe manner prior to the students graduation and/or departure from campus. The chemistry department requires that both the student and the faculty advisor sign off on the successful transfer, disposal, and cleaning of all chemical inventories and space used by the graduate student prior to final signature of the Director of Graduate Studies on the completion of degree form.

The undersigned faculty and student hereby certify that all chemical inventories, space, and equipment has been safely transferred, stored, and cleaned.

____ **2. KEY RETURN - IF ANY KEYS (return keys to Facilities)**

____ **3. LAB NOTEBOOK RETURN**

____ **4. FUTURE EMPLOYMENT INFORMATION**

Title: _____

Company/Institution: _____

City, State: _____

____ **5. FORWARDING PERSONAL ADDRESS**

____ **6. FORWARDING EMAIL ADDRESS** _____

Student Name: *(Please Print)* _____ **B#** _____

Student Signature _____ Date _____

Staff Signature _____ Date _____

Faculty Member's Signature _____ Date _____

Director of Graduate Studies _____ Date _____

Dept. Office: Address Change – HR System: _____

Roster Update: _____