

## Exit Checklist – Chemistry PhD/Thesis MS

Name \_\_\_\_\_ UIN \_\_\_\_\_

### Pre-Final Defense Checklist (should be completed by student)

Yes or No \_\_\_\_\_ Do you have a balance on any emergency loans from the Department of Chemistry?  
If yes, you must arrangement for paying off your balance (Jenny Cox). **Your degree will not be awarded, if you still owe a balance.**

Initials \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ \_\_\_\_\_ Notify the Graduate Program Coordinator (**Sean Drummond**) of your plans to graduate, final defense date, and when you intend to leave the department.

\_\_\_\_\_ \_\_\_\_\_ Verify that you are not enrolled for the term after you plan to graduate.

\_\_\_\_\_ \_\_\_\_\_ Go to the Career Counseling and Placement Services website, <http://careers.scs.illinois.edu/>. Click on "REPORT YOUR PLANS" link, which is below the first picture on the top left, to complete your profile and offer information. (**Verify that your information was received in 105 NL**).

\_\_\_\_\_ \_\_\_\_\_ Exit Interview with the Assistant Director of Graduate Diversity and Program Climate (**Dr. Tepora Su'a**) or the Director of Graduate Studies (**Professor Gregory Girolami**).

*You must have this appointment **scheduled before your defense**, but for flexibility, you have the option of scheduling it before or after your defense. If you choose after, the interview does have to **take place within 30 days of your defense**.*

### Post-Final Defense Checklist (should be completed by student)

Initials \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ \_\_\_\_\_ Thesis Deposit Date: \_\_\_\_\_ MS \_\_\_\_\_ PhD

\_\_\_\_\_ \_\_\_\_\_ Update your address on Enterprise/Self-Service. **Also provide an address to send your Diploma.**

\_\_\_\_\_ \_\_\_\_\_ Check out with **your advisor**

\_\_\_\_\_ \_\_\_\_\_ Turn in your keys to the **mailroom. (29 RAL) and/or Beckman, MRL, etc.**

Future Employer \_\_\_\_\_

Job Title \_\_\_\_\_ Start Date \_\_\_\_\_

Telephone (Your Cell) \_\_\_\_\_

Non UIUC Email Address \_\_\_\_\_

**Submit this completed form to the Graduate Program Coordinator (Sean Drummond, 109 NL)**

### Staff Use Only:

Y/N \_\_\_\_\_ Initials \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ \_\_\_\_\_ Zero emergency loan balance?

\_\_\_\_\_ \_\_\_\_\_ Form Accepted by Graduate Program Coordinator?