

Before You Leave the Department of Chemistry

Name _____ UIN _____

Please have the following initialed and dated by each individual as indicated. You will need to set up an appointment as soon as possible with Wilfred van der Donk, Director of Graduate Studies, for your exit interview.

Initials	Date	
_____	_____	Verify that you have never received or have a zero balance on an emergency loan. (Connie Knight , 109 NL)
_____	_____	Discuss future plans and appointment status to determine if additional appointments will be needed. Leave date? (Connie Knight , 109 NL)
_____	_____	Verify that you have not registered for another semester. (Do this yourself and initial and date)
_____	_____	Go to the Career Counseling and Placement Services website, http://careers.scs.illinois.edu/ . Click on the REPORT YOUR PLANS (which is not a tab, but rather in large letters as you scroll down the page) complete profile and offer information. (Once this is done report to 105 NL to verify that your information has been updated in the Career Counseling and Placement Services system)
_____	_____	Exit interview with the Assistant Director of Graduate Graduate Diversity and Program Climate (Dr. Lloyd Tafara Munjanja) (To schedule please go to this link and book Your 30 minute slot http://go.illinois.edu/appointment)

All items above must be completed and a copy of this form submitted to the Graduate Student Services Coordinator *before your defense date*. The items below should be completed before you leave the Department. If you are staying on campus in another position, some of these items will not be relevant at this time.

_____	_____	Date of Deposit _____ MS _____ PhD
_____	_____	Notify Human Resources of your departure. Please sign and date to acknowledge you have read the policy on the back side of this form . (Human Resources Staff, 312 NL) Leslie Chenoweth
_____	_____	Connie Knight will close your Viz Lab (153 NL) computer account.
_____	_____	Change your address on Enterprise/Self-Service. Make sure put in a Diploma address . (Do this yourself and initial)
_____	_____	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 (Cell) _____
Non UIUC Email Address _____

**PLEASE READ THE FOLLOWING POLICY FROM THE GRADUATE
COLLEGE HANDBOOK**

Chapter VIII: Assistantships and Fellowships

Section A.7: Renewal, Resignation, Graduation, and Termination of Appointments:

“A student who resigns an assistantship appointment or whose appointment is canceled before service is rendered for at least three-fourths of the academic term (91 days during a spring or fall semester, 41 days in summer term, or 21 days in summer 1 term for TA appointments) loses the accompanying tuition and fee waiver. This means that the student would be required to pay the full amount of appropriate tuition and fees for that term. There are two exceptions. The waiver remains in effect if the student withdraws from the University (see chapter VII.C) on or before the last day of the assistantship appointment, or resigns from the assistantship and then completes all degree requirements for graduation **within seven calendar days of the resignation.**”

I hereby verify with the signature below that I have read the policy above and have resigned my appointment accordingly.

Name

Date