



Graduate Student Exit Form

School of Computer Science

For students that are graduating, please complete and return this to the Graduate Program Assistant upon completion of your thesis defence. Your defence approval forms will not be submitted to Graduate Studies until this is completed.

For students that are withdrawing from the program, please complete and return this to the Graduate Program Assistant along with the Graduate Studies Withdrawal Notice.

Student Name: _____ **ID:** _____

☐ **Office**

I have removed all my personal possessions, including computer programs, manuals, books, and left my office tidy.

☐ **Keys & Lockers**

I have emptied my locker and returned my combination lock and keys to the Graduate Program Assistant. I was given the form to get my key deposit returned.

Keys Returned: _____
_____ Graduate Program Assistant's Initial

☐ **School Material**

I have returned all material, textbooks, thesis, and other books belonging to the School of Computer Science.

_____ Undergraduate Program Assistant's Initial

☐ **Graduate Teaching Assistant (GTA) and Graduate Research Assistant (GRA)**

I have cleared all my GTA/GRA responsibilities with my Advisor and the Administrative Assistant. This includes returning all associated materials and giving all the work from my computer that they require.

Note: If you have more cheques to come, the school will arrange to send them to you.

_____ Administrative Assistant's Initial

_____ Advisor's Initial

_____ GTA Supervisor's Initial

☐ **Computer, Email and Photocopy Accounts**

I acknowledge that my computer access, SoCS e-mail and photocopying account will be terminated and I have already removed all work I wish to keep. I confirm my CPU No. is gradhp-_____.

☐ **Mail**

I have collected all mail and made arrangements to re-route all subsequent mail. I have notified the post office at the UC of my new address so that Canada Post will divert my mail from the University of Guelph.

My address for T4 purposes next February will be:

Telephone: (_____) _____

E-mail: _____

Student Signature

Date

Graduate Program Assistant

Date