



CLEARANCE NOTICE
for Engineering and Institute of Materials Science (IMS) Students Completing a Graduate Degree

Submission of this form, properly completed, to the Graduate Records Office (Box U-1006, Whetten Graduate Center) is required of any student about to complete a graduate degree in any Field of Study listed below. Certification of completion of degree requirements is withheld until this form is received.

Aerospace Engineering
Biomedical Engineering
Chemical Engineering
Civil Engineering

Computer Science
Electrical Engineering
Environmental Engineering
Materials Science

Mechanical Engineering
Metallurgy
Ocean Engineering
Polymer Science

Student _____

Identification Number _____

Major Advisor _____

Please check the item below which applies to this student

All keys belonging to the School of Engineering and/or IMS have been returned. All property belonging to the School of Engineering, IMS or to their faculty members has been returned (e.g., books, equipment, instructional and/or research materials, etc.). All laboratory space has been cleared and all hazardous materials have been disposed of safely. All file storage on School of Engineering or IMS computers has been cleared and all borrowed software returned.

This student is completing a master's degree and is continuing on directly to pursue doctoral study. He or she is not required to relinquish keys or other School of Engineering or IMS property at this time.

SIGNATURES:

Student Date

Major Advisor Date

Department/Program Head Date

Check all that are appropriate _____ Date
 Office of the Dean of Engineering Date

Office of the Director, IMS Date

_____ Date received in the Graduate Records Office

cc: Engineering Computer Systems Manager (the copy serves as the official notification for closing down the student's accounts).