

**Department of Food Science and Human Nutrition
Graduate Student Clearance Form**

Name _____

UIN _____

- Thesis Deposit** (258 Bevier Hall)
- A bound thesis will be deposited with the staff in 258 Bevier Hall.
- A \$20 fee has been paid to cover the cost of thesis binding (*make check payable to the "University of Illinois"*).
- Key Return** All departmental keys have been returned to 258 Bevier Hall.
- Seminar** (258 Bevier Hall) All graduating doctoral candidates must present a seminar in either FSHN 597 or NUTR 500.
- Grade Changes** (258 Bevier Hall) A Supplemental Grade Report Form must be submitted to replace deferred (DFR) grades.
- Forwarding Address** (258 Bevier Hall)
- Employer** (258 Bevier Hall) If known, your employer's address should be provided.
- Encumbrance** (258 Bevier Hall)
- The student is not encumbered by the University of Illinois.
- The student is encumbered and arrangements have been made to clear all encumbrances. A copy of the plan is attached.
- Laboratory Cleaning** (Advisor) Your laboratory work areas have been cleaned and are ready for use by another student.
- Chemical Disposal** (Advisor) All inorganic and organic chemicals, and all radioactive materials, have been properly disposed of or returned to storage.
- Office Cleaning** (Advisor) Your assigned office has been cleaned, books and papers removed, and equipment manuals returned.

- Book Return** (382 AESB) All books borrowed from faculty, staff, graduate students, or the department library have been returned.
- Publications** (Advisor) All publication obligations have been met or arrangements made.
- Exit Interview** (258 Bevier Hall) A brief meeting with the Department Head should be scheduled sometime during your final semester.
- The student has fulfilled all Departmental requirements, has completed or made arrangements to fulfill all personal obligations, and has cleared the Department.

Date

Head, Department of Food Science and Human Nutrition