

CHEMICAL ENGINEERING DEPARTMENTAL
MSCEP STUDENT DEPARTURE FORM

Name: _____

Office Number: _____

Phone Number: _____

Email: _____

Date of Graduation: _____

1. Office space has been returned to satisfactory condition:

- a) Desk drawers and shelves are completely emptied: _____
- b) Desk top, drawers, and shelves have been cleaned of any food residues, dust, and other detritus: _____
- c) Desk drawers are left unlocked: _____
- d) Any needed repairs have been reported: _____

Confirmed and signed by: Gerry Hughes (room 66-371, (617)715-2995, ghughes@mit.edu) or Brian Smith (66-471, bssmith@mit.edu, 3-6238)

2. All office and desk keys and material borrowed from the Chemical Engineering Dept. have been returned to the Executive Officer Assistant in 66-350.

Yes _____ No _____ *

*Keys are not being returned at this time because student is staying in the department for _____ months as _____ (on voucher payroll) working with Prof. _____.

Confirmed and signed by Executive Officer Assistant (66-350)