

**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)