

**CHEMICAL ENGINEERING DEPARTMENT  
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: Chris Monaco (room 66-371, [monacoc@mit.edu](mailto:monacoc@mit.edu)) or Brian Smith (66-471, [bssmith@mit.edu](mailto: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 \_\_\_\_\_ \*

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

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