



RUTGERS

School of Arts and Sciences
DEPARTMENT OF CHEMISTRY
AND CHEMICAL BIOLOGY

M.S. Students: Departure Form

PART 1 must be completed by the student and returned to the Graduate Program Coordinator in CCB-1108B. **If the form is not completed, a hold will be placed on your degree.**

Student's name (printed):

Payroll separation/graduation date:

Signatures of the appropriate persons must be obtained for each of the items below:

Departmental keys are to be returned to the administrative offices. If the Graduate Program Coordinator is unavailable, please return to the Administrative Assistant in charge of keys.

Signature of CCB employee who collected key(s)

Date

Have you contacted Human Resources regarding health benefits after separation?
(732-932-3020)

Yes

No

Employee/student signature

FOR OFFICE USE ONLY

Initial and date below.

Building Access: _____
DEZAIO

NMR Access: _____
MURALI

Active Directory: _____
DLS HELP DESK

PART 2 must be completed by student before departmental authorization for the awarding of any degree or change of status can be obtained.

Date of Degree: October January May

Thesis Title: _____



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All research obligations have been cleared.

Advisor's Signature

Continuing in department? Yes No

If yes, what is your new status/type of appointment?

- Hourly
- Courtesy (Unpaid)

If you are continuing in the department, please contact the department's Personnel Administrator in the CCB offices.

Forwarding mailing address: _____

Personal e-mail address: _____

Phone number: _____

Employer's name/address: _____

Title of position you are assuming: _____

By signing below, I certify all information is true and correct to the best of my knowledge.

Student/Employee Signature

Date

Graduate Program Coordinator Signature

Date