



**RUTGERS**

School of Arts and Sciences  
DEPARTMENT OF CHEMISTRY  
AND CHEMICAL BIOLOGY

### Ph.D. Students: Departure Form

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

Student's name (printed):

\_\_\_\_\_

Payroll separation/last day working in lab:

\_\_\_\_\_

*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.

\_\_\_\_\_

\_\_\_\_\_

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

Resignation date: \_\_\_\_\_  
VANGALA

**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?

- Post Doc
- Hourly
- Courtesy (Unpaid)

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

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