



Student Name: _____ Program: _____

Graduation Semester/Year: _____ Form Due Date: _____

Psychology Department Graduate Student Checkout Sheet

ATTENTION: All items on this checkout sheet must be completed and initialed by the appropriate staff member and turned in to Kirsten Hermreck (Fraser 438) in order to receive department approval for graduation.

****Please note, if all items are not completed by the graduation deadline, your graduation may be delayed.**

_____ **Building/Office Key Return, Smana Hitt:** Return all department keys for deposit refund.

_____ **Department Technology Return, Edith Bond:** Verify that all technology items you may have checked out are returned.

_____ **Document Storage/Office Check, Kirsten Hermreck:** Clean out your office and lab space, schedule a time with Kirsten to checkout. Appropriately store, shred, or recycle paper items from office/lab.

- Student work must be stored for 3 years according to the University Retention Policy. Get boxes and forms from the PSYC main office for attic storage. Fill out storage form completely with a Sharpie and make sure the destroy date is 3 years out. Once box is taped shut, tape form to end of box and bring to main office (FR 426).
- Place anything over 3 years old and with identifying info in shred bin located in main office.
- Place anything that does not contain sensitive or identifying information or that is not required to be stored in recycling bins, located on each floor marked RECYCLING.

_____ **CLINICAL ONLY:** Send Hardbound Copy of Dissertation, Kirsten Hermreck: Send a hardbound copy of your dissertation to Kirsten or forward copy of order detail or digital receipt to Kirsten if dissertation will not arrive before the graduation deadline.

_____ **COGA Degree Checklist, Kirsten Hermreck:** Confirm all items are completed on COGA Doctoral Degree Checklist and Psychology Department Checklist. Your Application for Graduation will **NOT** be approved until **ALL** steps are complete.

Student Signature: _____ Date: ____/____/____

COGA Advisor Signature: _____ Date: ____/____/____

Student's Forwarding Address:

Student's Non-KU Email Address:

