PLSC Graduate Student Checklist

Name: ___________________ ID: _________ Program: _____ Advisor: ________________

Congratulations on successfully defending your thesis! Completing the degree requirements below will allow the department to submit your Disquisition Approval Page to the NDSU Graduate School so your thesis can be reviewed.

Exit Seminar (need 2 weeks’ notice to schedule) scheduling info:
Contact Grad Secretary to book. Please send a picture from your research for the announcement.

Exit Meeting scheduling info:

Exit Photo scheduling info:
PLSC: Kamie Beeson will contact student and advisor to schedule a photo.
CS: Karen Hertsgaard will contact student and advisor to schedule a photo.

Resign your Assistantship (giving 2 weeks’ notice) last work day:
A resignation allows office staff to stop payroll and track your departure. Give two weeks’ notice even if you will register as a student during a future term. Meet with your advisor to confirm assistantship end date. Follow up with a ‘resignation of paid position’ email sent to your advisor, eileen.buringrud@ndsu.edu, shannon.ueker@ndsu.edu, and lisa.johnson@ndsu.edu.

Clean your desk and work areas (Loftsgard offices) staff initials/date:
Remove all belongings from your work space including all text books, notebooks, papers, personal items, and trash. Bring cleaning supplies to sanitize desk, drawers, and chair arms for the next student. You may borrow a vacuum from the main office for carpets and chairs.

Return of Department Equipment staff/advisor initials:
PLSC: Schedule with Ana (ana.heilman.morales@ndsu.edu) or Tom (tom.walk@ndsu.edu) to check in your CPU, monitor(s), mouse, keyboard, cables, and other department computer supplies.
CS: All computer equipment used is advisor’s property; have advisor sign this section.

Return Keys staff initials:
Return all NDSU keys to Lisa Johnson. Your advisor will be charged for any keys not returned.

Graduate Student Signature: ___________________________ Date: ______________
Academic Staff Signature: ____________________________ Date: ______________

Please return completed form to Shannon Ueker’s desk for filing.