Checklist for leaving the Economics Department

<table>
<thead>
<tr>
<th>Name:</th>
<th>Current Office:</th>
<th>ISU Email:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reason for Leaving:</td>
<td>Forwarding Email:</td>
<td>Forwarding Address:</td>
</tr>
<tr>
<td>☐ Graduating</td>
<td>Forwarding Phone:</td>
<td></td>
</tr>
<tr>
<td>☐ Employment/Internship</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Other____________________</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date of Graduation:</td>
<td>Date Vacating Office:</td>
<td></td>
</tr>
</tbody>
</table>

☐ Check the University Library records to make sure all books and documents have been returned.

☐ Make sure all charges to your University bill have been paid.

☐ Change you address on AccessPlus (Student tab; Address change).

☐ Notify any email lists or regular mailing lists of your new address.

☐ Remove all of your items from your mailbox in 265 Heady.

☐ Turn in all ISU keys to Becky Johnson in 260 Heady.

Office Check-List

☐ Remove all of your personal items.

☐ Shred or discard papers, manuscripts, old tests, etc.

☐ Discard or store items that do not belong to you or any of your current officemates. We will gladly help determine what things should be kept and what should be discarded. If something needs to be kept, we will find a storage place for it.

☐ Clean and unplug any appliances you are leaving.

☐ Throw-away food or other items that attract bugs.

☐ Wipe off desk and other surfaces with cleaning solution. Cleaning supplies are available in 260 Heady.

☐ Take garbage to the dumpster on the loading dock outside Heady Hall. Do not leave for the custodian!

☐ Recycle **white paper only** in the blue recycle bins.

☐ Recycle file folders, notebooks and other reusable office supplies in 260 Heady.

☐ Delete any personal files that you have on the department computers.

**When you leave the department, your office should be ready for the next student to move in.**

Instructions: Once you have completed the items on this list, obtain the required signatures and turn this form into Amy Bainum Emmett in 260 Heady Hall. Submitting this form is a department requirement for graduation.

Signatures to obtain:

Amy Emmett ______________________________  Becky Johnson ______________________________

If you are graduating, please turn over and complete the form on the backside →
If you are graduating please fill out this section

Degree  □ M.S.  □ Ph.D.  
Major  □ Economics  □ Ag. Economics  
Final Oral  □ Thesis/Dissertation  □ Creative Component

Final Oral Title ________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

*Ph.D. only: Please indicate the JEL codes under which your dissertation should be classified (see JEL listings)
1. ___________________________   2. ___________________________   3. ____________________________

What are your plans after graduation?

□ Continue academic training  Degree pursuing ________________________________________________
   Institution ___________________________________________________________

□ Accepted employment offer  Position ________________________________________________
   Institution/Company ________________________________________________
   Business Address ________________________________________________
   _____________________________________________________________________________
   Salary accepted $________________________________________________
   *Salary information is confidential and will not be released under student’s name

Other plans (Please indicate any additional information you wish):
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________