

**University of Arkansas
Department of Civil Engineering
Graduate Student Checklist**

This form must be completed and submitted to the Department Head, Department of Civil Engineering, prior to the granting of a graduate degree.

Administrative

Item	Date	Signature
_____ Forwarding Address to CVEG Department	_____	_____ (Sandy Thomas, CVEG Dept.)
_____ Keys:		
Bell Engr. Center	_____	Attach receipt from UA Key Office
Engr. Res. Center	_____	_____ (Student's Major Advisor)
Other	_____	_____ (Student's Major Advisor)
_____ Books:		
Faculty	_____	_____ (Student's Major Advisor)
Research Data Files	_____	_____ (Student's Major Advisor)

Laboratory

Item	Date	Signature
_____ Tools/Supplies returned (Bell Engr / ERC)	_____	_____ (Mark Kuss, CVEG Dept.)
_____ Equipment/Area cleaned (Bell Engr / ERC)	_____	_____ (Mark Kuss, CVEG Dept.)
_____ Material Disposal (Bell Engr / ERC)	_____	_____ (Mark Kuss CVEG. Dept.)

FORM CERTIFICATION _____
(Dr. Kevin D. Hall, CVEG Dept. Head)