DREXEL UNIVERSITY
College of
Computing & Informatics

Research Assistant Exit Checklist

Name:

Final date on campus: **Office:**

	Office		Computer/Equipment
☐	Space cleaned	☐	Paper, books, journals, etc. returned
☐	Desk emptied	☐	eFiles removed
☐	Filing cabinet/drawers emptied	☐	Any wires, screens, printers, etc. returned
☐	Filing cabinet/drawers key left	☐	Desktop/laptop returned
☐	Key returned		

I have thoroughly cleaned my space, removed all trash, and returned all items loaned to me by the College of Computing & Informatics.

Signature: **Date:**

FOR ADMINISTRATIVE PURPOSE ONLY

Access

☐ Building access removed

☐ CRC domain access shut down

☐ Removed from additional programs (e.g. Blackboard)

Communication/Tracking

☐ Email removed from distribution list

☐ PhD Graduate webpage updated

☐ RA Mailbox removed

☐ Advising file archived

☐ RA Assignment/Tracking sheets updated