



**UW-MADISON DEPARTMENTS OF SOCIOLOGY AND COMMUNITY & ENVIRONMENTAL SOCIOLOGY
GRADUATE STUDENT EXIT FORM**

Name: _____

Campus ID Number: _____

Today's Date: Today's Date

Date Leaving the Sociology Department: Date Leaving

Reason:

- Completed Ph.D. degree
- Completed Master's degree and decided not to continue in the program
- Taking a leave of absence and plan to return in
- Taking a leave of absence and not sure whether I'll return
- Decided to move in another direction

Current Home Address: _____

New Home Address: _____

Phone _____ E-mail _____

New Institution & Office Address: _____ E-mail _____

Phone _____ E-mail _____

Start date for new location: Start Date

Job Search / Employment Information:

- Employed and not on the job market (i.e., found a great job)
- Employed but still on the job market (e.g., have a position as a postdoc or visiting prof)
- Not employed and on the job market (i.e., actively searching and staying optimistic)
- Not employed and doing other things (e.g., fieldwork, new baby care, prelim prep)

If employed, job title: _____

Duties: _____

If on the job market, type of work and location sought: _____

GRADUATE STUDENT EXIT FORM

Leaving town? If so, here's what you need to do (whether or not you've completed your degree):

Payroll/Benefits: Please give information for payroll and tax withholding to Steve Martin, Payroll & Benefits Specialist, 8125 Social Science, stevenmartin@wisc.edu.

Library Materials: Return all of them.

E-mail Account & Network Files: If you're leaving permanently, get in touch with the computer consultant at the SSCC Helpdesk (4226 Social Science, helpdesk@ssc.wisc.edu) to close your ssc.wisc.edu account or to leave a forwarding e-mail address. Alternatively, you can take care of the forwarding yourself: Go to <http://www.ssc.wisc.edu/sscc/resources/members.htm> and under "E-mail," click on "Forward your SSCC e-mail to a different address." The SSCC will forward messages for one year. Make arrangements to transfer your files off the SSCC network. Unless you are actively working with a UW faculty member, your network account will be closed at the next account renewal period (about one year).

If you're taking a leave of absence and plan to return and continue in the program, your ssc.wisc.edu account will remain open. However, if you don't return after the end of your approved leave, your account will be deleted. In either case, your MyUW account will close shortly after you're no longer enrolled.

Office: Please leave nothing behind that you brought into the office. Remove all belongings from walls, shelves, drawers, and desktop. Borrow cleaning supplies from the main office, and wipe all surfaces.

Student Exams and Papers:

TAs: All work should be placed in boxes or folders (which you can request in 8128) and labeled with instructor name, course number and name, semester, and year. Give the papers and exams to the course instructor.

Lecturers: Place papers and exams less than one year old in boxes (which you can request in 8128) labeled with instructor name, course number and name, semester, and year and give to Patrick Brenzel in the main office. Exams and papers that are over one year old should be boxed up and labeled "Destroy—confidential." Take the boxes to the loading dock on the 4th floor or ask (in the main office) to have them picked up.

Keys: Return all keys to Patrick Brenzel in 8128 Social Science pbrenzel@ssc.wisc.edu.

Teaching Evaluations: Please take them with you. Pick up your evaluation folder from Ted Babcock, Undergrad Program Coordinator, 8128 Social Science, tbabcock@ssc.wisc.edu. If you don't take the evaluations with you, we'll destroy them after one semester.

Mail: The post office won't forward mail from a business address (e.g., journals, responses to job applications), so you must inform your correspondents of your new address. However, the department will forward your first-class mail but for three months only. Please make sure we have your new address by filling out an Exit Form (see below).

Exit Form: Complete the form and give it to Charlotte Frasca, Graduate Advisor, 8127 Social Science, frasca@ssc.wisc.edu.

Best wishes! Travel safely, and stay in touch.

(RK) UW-MADISON DEPARTMENTS OF SOCIOLOGY AND CULTURAL & ENVIRONMENTAL SOCIOLOGY
GRADUATE STUDENT EXIT FORM