



End of Semester
Faculty Check Out List
All Items

Date:
Faculty Name:
Phone Number*: Email*:
Semester/Year:
Division Chair/Director:
Dean:

Table with 2 columns: Task and Verified by (initials). Rows include: Grades turned in to Registrar for all class sections, 5 column model data to Division Chair/Coordinator/Director, Program Review Complete, Incomplete grade forms, HR Exit Interview Complete.

All tasks must be accounted for and initialed by appropriate administrator. If a certain task does not require completion, indicate with "N/A" in "Verified by" column. Return completed form and documents to Division Chair/Coordinator/Director by 2:00 pm on the day grades are due of each semester in order to be verified for release by the appropriate Dean.

All documents and check out list may be submitted electronically to the Division Chair/Director. Submission does not mean automatic approval. All electronic submissions require electronic notification of approval or disapproval by Division Chair/Director.

All supporting documents are to be uploaded to a Shared File on Blackboard by Division Chair/Director. *Faculty required to be available by phone or email if issue or concern about any of the above or student issues arise.