

**AUSTIN PEAY STATE UNIVERSITY
Clearance Form - Academic Division**

Name of Employee _____

In order for University records to be cleared and final paychecks to be issued, it is necessary for appropriate clearances to be obtained by faculty members (or other academic personnel) who will not be returning to Austin Peay State University. Please clear with the appropriate offices the following:

Roll book (or official class record) and Faculty Handbook have been turned in to departmental office.

Record of Incomplete grades and written specifications for course completion are on file in the departmental office.

All keys to University buildings, offices, or equipment storage rooms have been turned in to the building security coordinator.

(Note: Keys are to be forwarded to the Support Coordinator in Physical Plant by the building security coordinator.)

All library materials have been returned.

Traffic records are clear.

Business Office records are clear.

Bookstore accounts are clear.

ID card has been turned in to the appropriate dean/director's office.

Benefits have been finalized with Human Resources and Corporate credit card returned.

FORWARDING ADDRESS:

Department Chairperson Signature _____ Date _____

Dean/Director Signature _____ Date _____