

**HAMPTON UNIVERSITY**  
Hampton, Virginia 23668

Name (Printed): \_\_\_\_\_ Signature: \_\_\_\_\_  
Department \_\_\_\_\_ School \_\_\_\_\_

**FINAL CLEARANCE FORM – ACADEMIC YEAR: 20\_\_ - 20\_\_**  
**(DEPARTING FACULTY)**

Please supply the information requested below, secure the proper signatures, and return the completed form to the **Office of the Provost**. (Check your academic planner for due dates.)

1. **LIST COURSES TAUGHT** during current academic year and/or other administrative responsibilities, special assignments, etc. (Use back of this sheet if necessary) –*\*Please note the Dean may require additional documentation\**

Fall Semester Course/Section	Fall CRN#

Spring Semester Course/Section	Spring CRN#

2.

	Signature
{ } Syllabi, Exams and Roll Book submitted to Department Chair	
{ } Syllabi, Exams and Roll Book submitted to Dean	
{ } Annual Reports to Chairperson, Directors and Deans filed with the Office of the Provost by the last work day of May. <b>(If Applicable)</b>	
{ } Faculty Handbook returned to Department Chairperson:	
{ } Inventory of equipment and/or supplies filed with, Director or Dean:	
{ } Keys turned into Director or Dean:	
{ } Library records cleared with University Library:	
{ } Clearance by Grants Office (Time & Effort Sheets and annual reports).	
{ } All student academic records cleared with Office of the Registrar:	
{ } Academic Technology Mall Clearance	
{ } University Police clearance	
{ } Business Office clearance	

3. **Date leaving H.U.:** \_\_\_\_\_

4. **IMPORTANT: LOCAL HOME ADDRESS AND PHONE NUMBER:** Address to which communications may be sent. If more than one address will be used, please give alternate address:

**LOCAL/HOME ADDRESS:**

\_\_\_\_\_  
\_\_\_\_\_

**ALTERNATE ADDRESS:**

\_\_\_\_\_  
\_\_\_\_\_

**HOME PHONE NUMBER ( \_\_\_\_ )** \_\_\_\_\_

\*Unlisted/Restricted? \_\_\_ Yes \_\_\_ No

**ALTERNATE NUMBER ( \_\_\_\_ )** \_\_\_\_\_

\*Unlisted/Restricted? \_\_\_ Yes \_\_\_ No

*\*Unlisted/Restricted numbers will not be given to others without the permission of the individual*