



GRADUATE STUDENT CHECK-OUT SHEET

Mechanical and Nuclear Engineering graduate students must follow the procedure listed below before leaving the University to ensure that they are in good standing at the time of their departure. The procedure consists of obtaining the signature of the following individuals, ascertaining that the student has fulfilled all obligations in the MNE Department. **This form should be returned to the MNE Graduate Program Office in 127 Reber Building.**

Name _____ Date _____

Major: Mechanical Engineering Nuclear Engineering

Graduation Date _____ Have you filed your intent to graduate? _____

The student named above has fulfilled all obligations in the following areas:

	<u>Signature</u>	<u>Date</u>
1. Instrument Room (equipment returned)	_____	_____
2. Budget Administrative Assistant:		
• Keys returned	_____	_____
1. Advisor:		
• Oral presentation of thesis		
• Name removed from computer accounts		
• All borrowed equipment returned		
• Laboratory cleaned up		
• Arrangements made for completion of thesis, etc.	_____	_____
2. Chair (NUCE) or Assoc. Dept. Head (ME):		
• Certification of all degree requirements and transmission of information to the Graduate School	_____	_____
3. Exit interview with Chair (NUCE), or Assoc. Dept. Head (ME)		
Arthur T. Motta atm2@psu.edu , Mary I Frecker mx36@psu.edu	_____	_____

Please do not wait until the last minute to check out. Allow time to schedule an interview with all appropriate people listed on this form. International students should also “check out” with DISSA before leaving.

ISSUES THAT DELAY GRADUATION. Be sure that you don’t have any of the following:

1. Any unpaid PSU parking fines.
2. Any unpaid library fines or unreturned books.
3. Any unpaid tuition debt (CRITICAL).
4. Any non-degree classes or transfer of credits that have not been officially transferred.
5. Any missing mandatory classes.
6. Failure to follow the graduate calendar and make submissions by deadline(s).
7. Failure to file your “intent to graduate” on time (as outlined on the graduate calendar).



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Name: _____

Permanent email address (after graduation): _____

Semester Degree Received: Spring Summer Fall Year: _____

Major: Mechanical Engineering Nuclear Engineering

Degree: MS MENG PhD

Your Future Plans

I have taken a full-time job in industry, government, or academics.

I plan to pursue additional graduate studies.

My immediate plans are uncertain at the present time. (Please provide comments below):

Future Employer or Graduate School

Employer or Institution

Position

Department

Website

City, State, Country

- Academic
 - College/University
 - K-12
- Government
 - US Federal Gov't – which agency? _____
 - US State Gov't
 - US Local Gov't
 - non-US Gov't
- Private Sector (Business or Industry)
- Non-Profit or NGO
- Further Education
- Currently seeking employment

Additional Comments:

Exit Interview Evaluation Form

DATE OF INTERVIEW _____

Please use a numerical rating (0-4 scale; A=4; B=3; etc.) for the following:

PLEASE RATE ME COURSES ONLY

ME COURSE NUMBER	NAME OF COURSE	INSTRUCTOR	COURSE RATING	INSTRUCTOR RATING	COMMENTS

Degree (M.S.) Option: Thesis
 Paper

Thesis Advisor: _____ Rating of Advisor: _____

Comments on Thesis Advisor:

Comments on MNE Graduate Program: