



GRADUATE STUDENT CHECK-OUT SHEET

Mechanical 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 ME Department. **This form should be returned to the ME Graduate Program Office in 127 Reber Building.**

Name _____ Date: _____

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. Budget Administrative Assistant: • Keys returned	_____	_____
2. Advisor: • Oral presentation of thesis • Name removed from computer accounts • All borrowed equipment returned • Laboratory cleaned up • Arrangements made for completion of thesis, etc.	_____	_____
3. Assoc. Dept. Head (ME): • Certification of all degree requirements and transmission of information to the Graduate School	_____	_____
4. Exit interview with Assoc. Dept. Head (ME) Daniel Haworth (dch12@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).