



GRADUATE STUDENT CHECKOUT FORM

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 several signatures to acknowledge that the student has fulfilled all obligations to the Department. This form should be returned to the Graduate Program Office to be included with your permanent file.

Student's Name _____ Date _____

Thesis/Paper Status: Complete / Incomplete (Circle One)

Graduation Date _____ Have you filed intent to graduate? _____

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

	Signature	Date
M&NE Instrument Room • equipment returned		
M&NE Business Office • keys returned		
Breazeale Reactor (NucE only) • keys and dosimeter returned		
Advisor • M.S. oral presentation (ME only) • ensured access to computer files • equipment returned • lab and office cleaned • arrangements for completion of thesis		
M&NE Grad Program Office • certification of degree requirements • transmission of information to Graduate School		
M&NE Department Head • personal interview • complete Exit Interview Form • please schedule at least seven days in advance		

AFTER ALL SIGNATURES ARE OBTAINED, RETURN THIS FORM TO THE GRADUATE PROGRAM OFFICE, 127 REBER.

BE CERTAIN TO COMPLETE ALL THREE SHEETS OF THIS FORM

HOW TO CHECK OUT OF THE MECHANICAL AND NUCLEAR ENGINEERING GRADUATE PROGRAMS

The M.S. Thesis/Paper Approval Form must be signed and returned to the Graduate Program Office after completion of your oral presentation (ME only).

Please do not wait until the last minute to check out. Allow time to obtain signatures from all people listed on the front of this form. Also, the Office of International Students and Scholars (410 Boucke) has asked us to remind international students that you must also check out with their office before leaving.

Keep in mind that many things may keep you from graduating. If you plan on leaving, take a minute to think because small things can become a big problem to handle when you move out-of-town, out-of-state or out-of-country.

SOME THINGS THAT CAN KEEP YOU FROM GRADUATING !!!!!

Any unpaid PSU parking fines.

Any unpaid library fines or unreturned books.

Any unpaid tuition debt (CRITICAL).

Any non-degree classes or transfer of credits that have not been officially transferred.

Any missing mandatory classes.

Failure to follow the Graduate School calendar and make submissions by deadlines.

Failure to file intent to graduate on time as outlined on the Graduate School calendar.

During the time you file your intent to graduate and turn in your paper, thesis, or dissertation, the Graduate School often calls the Graduate Program Office with problems that must be handled immediately. Please check your Email and Reber mailfolder regularly for messages.

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.

New Permanent Address

Employer/Graduate School

Street address

Employer or Institution

City, State, Zip

Department

Telephone number

Street address

E-mail address

City, State, Zip

Telephone number

BE CERTAIN TO COMPLETE ALL THREE SHEETS OF THIS FORM

