

PENNSSTATE



Department of Mechanical and Nuclear Engineering
 Graduate Program in Mechanical Engineering

GRADUATE STUDENT CHECK-OUT SHEET

Mechanical Engineering graduate students should 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 to be included with your permanent file.**

Student's Name _____ Date _____

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

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	_____	_____
3. Advisor:		
• Oral presentation of thesis		
• Name removed from computer accounts		
• All borrowed equipment returned		
• Laboratory cleaned up		
• Arrangements made for completion of thesis, etc.	_____	_____
4. Associate Head of Graduate Programs:		
• Certification of all degree requirements and transmission of information to the Graduate School	_____	_____
5. Personal interview with Associate Head: (Schedule with MNE Graduate Program Staff at least 7 days in advance)	_____	_____

**AFTER ALL SIGNATURES ARE OBTAINED, RETURN THIS FORM TO
 THE MNE GRADUATE PROGRAM OFFICE, 127 REBER BLDG.
 (ADDITIONAL INFORMATION ON REVERSE SIDE)**

**HOW TO CHECK OUT OF THE
MECHANICAL ENGINEERING GRADUATE PROGRAM**

Please do not wait until the last minute to check out. Allow time to schedule an interview with all appropriate people listed on the front of this form. Also, the University Office of Global Programs (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 – small things can become a big problem to take care of from an out-of-town, state or country location.

SOME THINGS THAT CAN KEEP YOU FROM GRADUATING

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).

NOTE: After you filed your intent to graduate, the Graduate Schools often calls the MNE graduate program office with problems that must be taken care of immediately. Please check your e-mail and mailbox regularly for messages.

YOUR FUTURE PLANS

- I have taken a full-time job in industry, government, or academics. (Provide additional information below)
- I plan to pursue additional graduate studies. (Provide additional information below)
- My immediate plans are uncertain at the present time. Comments:

New Permanent Address

Employer/Graduate School

Street address

Employer or Institution

City, State, Zip Code

Department

Telephone number

Street address

E-mail address

City, State, Zip Code

Telephone number