

Graduate Student Check-Out List

Student Name		Student ID Number
Degree	Program	Date
MS PHD		

ON-CAMPUS PROGRAMS

Department	☐ Application for Degree Completed / Approved	
	☐ Academic Coursework Complete (GPA > 3.0, no deficiencies or incompletes)	
	☐ Physical space Checkout: Office space clean, supplies returned	
	☐ Lab Check out: Equipment returned; Waste has been properly disposed	
	Data Transferred To Advisor/ Institution (If Applicable)	
	Department Head or Advisor Signature	Date
Physical Plant	☐ Keys Returned	
	Physical Plant Office Signature	Date
Library	☐ Books / Special media returned	
	Library Staff Signature	Date
Graduate School	☐ Graduate Product Complete • Format approved (pre-check recommended) • PDF final product submitted • Signature page submitted • Publication agreement • Authorization Form	
	☐ Rubric completed	
	Graduate School Staff Signature	Date

DISTANCE PROGRAMS (MIHP, MPEM, MENG)

This checklist is for student reference only; A list of all graduating students will be routed electronically for automated bulk approval.

Department <i>(Grad School sends list of all graduating students to Department representative; Department checks all students and returns list of approved)</i>	☐ Application for Degree Completed / Approved	
	☐ Academic Coursework Complete (GPA > 3.0, no deficiencies or incompletes)	
	☐ Comprehensive / Final Report/ Final Examination	
	☐ Exit Survey Submitted (MIHP only)	
	To be routed and approved electronically	
Graduate School <i>(Department routes full list of students meeting above criteria to GS)</i>	☐ Graduate Product: Signature Page Submitted; Added to Student Record	
	☐ Rubric completed	
	To be routed and approved electronically	