Purdue Mechanical Engineering
Check-Out Form
(Non-compliance in completing this form and returning keys may delay posting your degree)

Candidate Name: ____________________________ Degree: ____________________________

Date of Graduation: ____________________________ Purdue E-mail Address: ____________________________

1. Major Professor
   ▪ Research completed
   ▪ Borrowed materials returned
   ▪ Original drawings, notebooks, and data sheets returned
   ▪ If PhD, article suitable for publication was prepared and delivered covering the work of the thesis.
     ▪ Last Working Day ____________________________

2. School Head
   All graduating PhD/DPhD students are required to complete an exit interview with the ME School Head, Professor A. Bajaj.
   Interview has been completed

3. LAB-all tools, keys, and equipment returned (only for students at labs)
   □ Birck □ Kepner
   □ Herrick □ Zucrow

4. ME Building
   All keys for ME Building returned
   All textbooks checked out returned
   All tools or equipment checked out returned

5. ME Computer Lab
   ▪ ECN computer account terminated
   ▪ IP addresses used on personal computer equipment relinquished
   ▪ All equipment returned
   ▪ Computer accounts canceled

6. ME Business Office
   Forwarding address and final date of employment recorded
   Pay termination date ____________________________
   Jennifer Scruggs – ME 2051

REQUIRED INFORMATION

Forwarding Address
__________________________________________
__________________________________________
__________________________________________
__________________________________________

Employment/Graduation Information

Employer*

Type of Position

Address

City, State, Zip

Yearly Salary

Circle the number that most closely relates to your employment type:
1. Industrial position in research
2. Industrial position in marketing
3. Industrial position in design/development
4. Advanced degree in engineering
5. Advanced degree in management
6. Faculty position/Post-doctoral position
7. Government position

*If attending graduate school, please list university and department.

7. ME Graduate Office
   ▪ All signatures obtained
   ▪ Thesis Abstract to Graduate Office in .pdf form.
   Julayne Moser – ME 1003

Checkout Date

CC: C. Dalton & J. Baumgardt megradoff/Julayne/Candidates/Graduate Check Out Form/Check out form revised October 2014.docx