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 Email 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

   **REQUARED 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.

   **CC:** J. Baumgardt  megradoff/Julayne/Candidates/Graduate Check Out Form/Check out form revised Feb. 2016.docx