

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. Exit Interview PhD/DPhD Students ONLY: Contact Jackie Baumgardt (jackieb@purdue.edu) to schedule an exit interview with ME School Head, Dr. Eckhard Groll. _____

Dr. E. Groll

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 _____

E-Shop Staff - ME 2042

All textbooks checked out returned _____

Tina Denson – ME 2008

5. ME Computer Lab

Your ME and Purdue computer accounts and email account will be removed automatically when you are no longer registered as a Purdue student, staff or faculty member. If you need your account longer, your Faculty advisor will need to complete the "Request for Privileges" process through the ME Business Office.

6. ME Business Office

Forwarding address and final date of employment recorded _____

Pay termination date _____

ME Business Office Staff - ME 2051

REQUIRED INFORMATION

Forwarding Address

Phone: _____

E-mail: _____

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

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

7. ME Graduate Office

- All signatures obtained

ME Graduate Office

Checkout Date