

MONTANA TECH GRADUATE STUDENT CHECK-OUT LIST

Student's Name _____	Student ID _____
Degree [MS, MEng, PhD] _____ Program _____	Semester: _____

ON-CAMPUS PROGRAMS

Department	<input type="checkbox"/> Application for Degree Completed / Approved <input type="checkbox"/> Academic Coursework Complete (GPA > 3.0, no deficiencies or incompletes) <input type="checkbox"/> Physical space Checkout: Office space clean, supplies returned <input type="checkbox"/> Lab Check out: Equipment returned; Waste has been properly disposed		
		_____ Department Head or Advisor Signature	_____ Date
Physical Plant	<input type="checkbox"/> Keys Returned		
		_____ Physical Plant Office Signature	_____ Date
Library	<input type="checkbox"/> Books / Special media returned		
		_____ Library Staff Signature	_____ Date
Graduate School	<input type="checkbox"/> Graduate Product Complete <ul style="list-style-type: none"> • Format approved (pre-check recommended) • PDF final product submitted • Signature page submitted • Publication agreement • Authorization Form <input type="checkbox"/> Rubric completed		
		_____ Graduate School Staff Signature	_____ Date

DISTANCE PROGRAMS (MIHP, MPEM)

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

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