# Departmental Check Out Sheet

All masters and doctoral degree students are required to submit this sheet to the Student Advising Office, 1120 M.E., after all degree requirements are complete. (This includes students completing residual work subsequent to degree completion or in transition to the doctorate.)

Student ___________________________       Degree____________________________
(Please Print)                           (If M.S. indicate plan A, B or C)

I.D. ________________________________

I attest that, to the best of my knowledge, I have returned all books, papers, equipment, etc. belonging to the Dept. or its personnel.

Student ________________________________

Advisor ________________________________

Payroll –1103 ME ________________________________
Margaux Lassegard

Department Office –1100 ME ________________________________
(Keys, access card)
Sarah Chapman

Graduate Program Coordinator-1120 ME ________________________________
John Gardner

E-mail Address ________________________________

Professional Position taken ________________________________

Address ________________________________

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