

Graduate Student Exit Checklist

Department of Electrical and Computer Engineering
North Dakota State University

Submit the completed form to the ECE Office (room ECE 101).

Name:		
Student ID:	Home Phone:	Office Phone:
Current Address & Zip Code:		
Future Address:		
Permanent Address:		
		Phone:
ECE E-Mail Account:		
Official Graduation Date:		
Continuing Ph.D. Institution:		
Employer & Address:		Phone:
Looking for Employment?		
Current Faculty Advisor:		

- Deliver a copy of the final thesis/dissertation to the Faculty Advisor and turn in any materials that were checked out from the Faculty Advisor.

Faculty Advisor: _____ Date: _____

- Turn in all keys and key cards to the ECE Department (room ECE 101).

Keys Administrator: _____ Date: _____

- Turn in all other university keys to the ECE department office (room ECE 101).

Keys Administrator: _____ Date: _____

- Turn in all checked-out equipment to the ECE Stock Room (room ECE 2xx).

Stock Room Staff: _____ Date: _____

- Submit one copy of originally signed, final thesis/dissertation (unbound on plain paper) to the ECE Office (room ECE 101). This is a graduation requirement, and a deadline applies.

Graduate Coordinator: _____ Date: _____

- Return any theses or dissertations that were borrowed from the ECE department (room ECE 101).

Dept. Secretary: _____ Date: _____