



MONTANA TECH GRADUATE STUDENT CHECK-OUT LIST

**This form must be completed and submitted to the Graduate Studies Office
before the student can be certified for graduation.**

Student's Name

Student ID

Major

Graduate School Administrator	<input type="checkbox"/>	Application for Master of Science Degree form completed and submitted to Graduate School Office	Graduate School Administrator	Date
Department Head or Advisor signature indicates successful completion of:	<input type="checkbox"/>	Comprehensive examination <i>(if applicable)</i>		
	<input type="checkbox"/>	Thesis Defense and receipt of final Thesis or Project Report		
	<input type="checkbox"/>	All required courses		
Department or Division Office	<input type="checkbox"/>	Office space, equipment, supplies, etc.	Department Head or Advisor	Date
Physical Plant	<input type="checkbox"/>	Keys returned		
	<input type="checkbox"/>	Parking Fines Paid		
Hazardous Waste	<input type="checkbox"/>	Waste has been properly disposed <i>(if applicable)</i>	Department or Division Head	Date
Business Office	<input type="checkbox"/>	All fees paid	Physical Plant Officer	Date
Library	<input type="checkbox"/>	Books returned, Fines pd	Environmental Health & Safety Director	Date
	<input type="checkbox"/>	Special Media <i>(if applicable)</i>	Business Office	Date
Thesis Coordinator	<input type="checkbox"/>	Thesis Accepted	Library Staff	Date
	<input type="checkbox"/>	Or: Project Report Accepted	Thesis Coordinator	Date

All requirements for a Master's Degree in: _____
have been successfully completed by: _____

Beverly Hartline, Dean, Graduate Studies

Date

Term Degree Posted

Verified and Posted by

Date