

MONTANA TECH GRADUATE STUDENT CHECK-OUT LIST PUBLISHABLE PAPER OPTION

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: _____ Minor: _____

- | | | |
|---|--|------|
| <input type="checkbox"/> Completed Application for Master of Science Degree form submitted to the Graduate Studies Office. | Graduate Studies Office | Date |
| <input type="checkbox"/> Signature of Department Head or Advisor indicating successful completion of comprehensive examination <i>(if applicable)</i> . | Department Head or Advisor | Date |
| <input type="checkbox"/> Signature of Department Head or Advisor indicating successful presentation and submission of Publishable Paper to a peer review journal <i>(if applicable)</i> | Department Head or Advisor | Date |
| <input type="checkbox"/> All required courses completed successfully | Department Head or Advisor | Date |
| <input type="checkbox"/> Signature of Minor Department Head indicating all courses required for Minor completed successfully <i>(if applicable)</i> | Minor Department Head | Date |
| <input type="checkbox"/> Department or Division Office Check-Out ; office space, equipment, supplies, etc. | Department or Division Head | Date |
| <input type="checkbox"/> Physical Plant Check-Out ; Keys, etc | Physical Plant Office | Date |
| <input type="checkbox"/> Physical Plant Check-Out ; Parking Fines | Physical Plant Office | Date |
| <input type="checkbox"/> Hazardous Waste Check-Out ; properly disposed | Environmental Health & Safety Director | Date |
| <input type="checkbox"/> Business Office Check-Out | Business Office | Date |
| <input type="checkbox"/> Library Check-Out ; Books returned, fines paid, etc. | Library Circulation Staff | Date |

All requirements for a Master's Degree in: _____

have been successfully completed by: _____

Joseph Figueira, Dean, Graduate Studies _____
Date

Term Degree Posted _____
Verified and Posted by _____ *Date* _____