

EXIT CHECKLIST

WRITTEN and VISUAL DOCUMENTATION

<p>DEADLINE: Friday of finals week.</p> <p>Turn in all materials to the Coordinator of A&D Graduate Programs</p> <p><i>*Note: Some disciplines may require slide as well as electronic documentation of images.</i></p>	<p>Regardless of whether you are writing a formal thesis or a non-thesis writing component, must provide the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> ONE (1) archival thesis-bound copy of your written component, whether thesis or non-thesis <input type="checkbox"/> ONE (1) non-archival spiral-bound copy of your written component, whether thesis or non-thesis <input type="checkbox"/> ONE (1) electronic version (CD or DVD) of: <ul style="list-style-type: none"> <input type="checkbox"/> Written Component (thesis or non-thesis) <input type="checkbox"/> Artist or Design Exhibition Statement <input type="checkbox"/> 20 images* (minimum) of MFA exhibition work with no more than 4 details if only 20 images are provided <input type="checkbox"/> Catalog or Checklist of work in exhibition <input type="checkbox"/> Additional images* of exhibit installation <input type="checkbox"/> Optional: other visual work* (pertinent to, but not included in exhibition) <input type="checkbox"/> ONE (1) copy of postcard, announcement, or other exhibition publicity
<p>Additional written component copies</p>	<ul style="list-style-type: none"> <input type="checkbox"/> ONE (1) archival thesis-bound copy of your written component, whether thesis or non-thesis, for your committee chair <input type="checkbox"/> ONE (1) archival thesis-bound copy of your written component for yourself
<p>Electronic Thesis Delivery</p> <p>DEADLINE: Friday of dead week (the week before finals)</p> <p>WARNING! Do not wait until the deadline to make an appointment. If the Graduate School finds that your thesis does not meet formatting requirements, your graduation date may be delayed.</p>	<p>If you are writing a formal thesis:</p> <ul style="list-style-type: none"> <input type="checkbox"/> ONE (1) copy delivered via Electronic Thesis Delivery (ETD) to the Graduate School. <input type="checkbox"/> APPOINTMENT to turn in all required forms (including signed original GS-9) at mandatory, scheduled final appointment in the Thesis/Dissertation Office, Room 170, Young Hall (YONG).

CLEAN STUDIO or WORKSTATION

<p>DEADLINE: Friday of finals week.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Clear all personal effects from your studio or workstation. <input type="checkbox"/> Sweep out your studio if you have a studio in FPRD. <input type="checkbox"/> Restore studio spaces to their original condition. The Building Deputy will inspect your studio to determine whether repairs or repainting is necessary. NOTE: See FPRD Space Usage Guidelines. <input type="checkbox"/> Clean your work area if you have a studio/workstation space in PAO.
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KEYS

<p>DEADLINE: Friday of finals week.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Return your keys to the A&D Graduate Coordinator, Pao 3121C.
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