

**EXIT CHECKLIST to be returned to Christine Wuenschel, Graduate Coordinator**

**WRITTEN and VISUAL DOCUMENTATION**

<p><b>DEADLINE:</b>  <b>Friday of finals week.</b>                  Turn in all materials to the Coordinator of A&amp;D Graduate Programs</p> <p>*Note: Some disciplines may require slide as well as electronic documentation of images.</p>	<p>Regardless of whether you are writing a formal thesis or a non-thesis writing component, must provide the following:</p> <p><b>ONE (1) archival thesis-bound</b> copy of your written component, whether thesis or non-thesis OR <b>ONE (1)</b> copy of your self-published book (alternative format)</p> <p><b>ONE (1) non-archival spiral-bound</b> copy of your written component, whether thesis or non-thesis OR <b>ONE (1)</b> copy of your self-published book (alternative format)</p> <p><b>ONE (1) electronic version (CD or DVD)</b> of:</p> <ul style="list-style-type: none"> <li>Written Component (thesis or non-thesis)</li> <li>Artist or Design Exhibition Statement</li> <li>20 color images* (minimum) of MFA exhibition work with no more than 4 details if only 20 images are provided</li> <li>Catalog or Checklist of work in exhibition</li> <li>Additional images* of exhibit installation</li> <li>Optional: other visual work* (pertinent to, but not included in exhibition)</li> </ul> <p><b>ONE (1) copy of postcard</b>, announcement, or other exhibition publicity</p> <p><b>For Non-Thesis papers:</b></p> <p><b>ONE (1) copy of Directed Project Agreement (Kathy Evans, Video Resource Center)</b></p>
<p><b>Additional written component copies</b></p>	<p><b>ONE (1) archival thesis-bound</b> copy of your written component, whether thesis or non-thesis, for your committee chair</p> <p><b>ONE (1) archival thesis-bound</b> copy of your written component for yourself</p>
<p><b>Electronic Thesis Delivery DEADLINE:</b>  <b>Friday of dead week (the week before finals)</b>  <b>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.</b></p>	<p>If you are writing a <b>formal thesis</b>:</p> <p><b>On line APPOINTMENT with Thesis office</b></p> <p><b>Initiate Electronic Thesis Acceptance Form (ETAF)</b></p> <p><b>ONE (1) copy delivered via Electronic Thesis Delivery (ETD) to the Graduate School.</b></p>

**CLEAN STUDIO or WORKSTATION**

<p><b>DEADLINE:</b>  <b>Friday of finals week.</b></p>	<p>Clear all personal effects from your studio or workstation.</p> <p>Sweep out your studio if you have a studio in FPRD.</p> <p>Restore studio spaces to their original condition. The Building Deputy will inspect your studio to determine whether repairs or repainting is necessary. <b>NOTE:</b> See FPRD Space Usage Guidelines.</p> <p>Clean your work area if you have a studio/workstation space in PAO.</p>
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## FINAL CHECKOUT

<p><b>DEADLINE:</b> Friday of finals week.</p>	<p><b>I have returned my keys</b> to Sally Unser, Graduate Secretary, Rm 3121C _____ <b>SU initials.</b></p> <p>I have submitted the copies of my thesis or non-thesis to Christine Wuenschel, Graduate Coordinator.</p> <p>I have submitted an updated copy of my resume with contact information.</p> <p>I have completed the CLA Student Placement Questionnaire. _____ <b>CW initials</b></p>
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