

EXIT CHECKLIST to be returned to Christine Wuenschel, Graduate Coordinator

WRITTEN and VISUAL DOCUMENTATION

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

CLEAN STUDIO or WORKSTATION

<p>DEADLINE: Friday of finals week.</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. NOTE: 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>DEADLINE: Friday of finals week.</p>	<p>I have returned my keys to Minde Freischlag, Graduate Program Assistant, Rm 3121C _____ MF initials.</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. _____ CW initials</p>
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