

EXIT CHECKLIST

University Compliance Items

- Financial Aid Checkout
- Student Finance Checkout(After Financial Aid Checkout)
- Loan "Collections/Administration" Checkout
- Registration Checkout

Other Items To Consider

- Do you plan to participate in the graduation ceremony?
- Address to send diploma?
- Keys
- Parking
- Pager
- Residence Hall Keys
- Residence Hall
- University Housing Keys
- University Housing Checkout
- Research Project Checkout

School / Program Items To Consider

- Student Affairs
- Degree Audit
- Computer Services
- Academic Affairs
- Clinical Supervisor
- Program Coordinator
- Advisor
- Associate Dean
- Bioterrorism Course Completion
- Scrub Barcode

- Accrediting body graduation questionnaire
- Elective reports and preceptor evaluations
- Skills Log - School of Medicine
- All active patients properly transferred to another student
- All clinic and departmental requirements must be completed
- Computer returned - school software removed and patient historical information removed
- Complete XXX hours of service learning
- Locker Keys