To be cleared for graduation, you must have a representative from each office noted below sign and date this form. The MPS Office will sign off last after the student submits the document with all other signatures. **All signatures must be provided on one page.**

**MPS STUDENT CLEARANCE FORM**

**NAME:** ___________________________ **DATE:** ________________

Last Name: ___________________________ First Name: _______________ M.I.: ___________________________

**STUDENT C#:** ___________________________ **TRACK:** ___________________________

**CHAIR:** ___________________________ **LAST DAY OF FINAL TERM:** ________________

To be cleared for graduation, you must have a representative from each office noted below sign and date this form. The MPS Office will sign off last after the student submits the document with all other signatures. **All signatures must be provided on one page.**

**LIBRARIES:** All books, documents, and technology borrowed have been returned, or satisfactory arrangements have been agreed upon.

**ROSENSTIEL LIBRARY** *(Second floor of Science, Lab, and Administrative Building (SLAB))*
(rsmaslibrary@miami.edu)

SIGNED: ___________________________ **DATE:** ________________

**RICHTER LIBRARY** *(ROSENSTIEL LIBRARY CAN SIGN FOR RICHTER)*

SIGNED: ___________________________ **DATE:** ________________

**DIGITAL PRINT FACILITY** *(PRINT SHOP, S Grosvenor, First Floor):* There are no outstanding balances.
Doug Tyrrell (*yanina@iadigitalprint.com*)

SIGNED: ___________________________ **DATE:** ________________

**FACILITIES & OPERATIONS** *(N Grosvenor 103):* Student ID card has been returned.
(facilities@earth.miami.edu)

SIGNED: ___________________________ **DATE:** ________________

**REMOVE LOCK FROM LOCKER** *(MPS Office, S/A 132):* Lock returned to the MPS Office (if applicable)

SIGNED: ___________________________ **DATE:** ________________

**EQUIPMENT** *(MPS Office, S/A 132):* All equipment has been returned.

SIGNED: ___________________________ **DATE:** ________________

**GRADUATION EXIT SURVEY** *(MPS Office, S/A 132):* [https://umiami.qualtrics.com/jfe/form/SV_d0tesyrg8wVYE7Q](https://umiami.qualtrics.com/jfe/form/SV_d0tesyrg8wVYE7Q)

SIGNED: ___________________________ **DATE:** ________________

Revised October 27, 2022