



MPS STUDENT CLEARANCE FORM

NAME: _____ DATE: _____
Last name First name M. I. MM/DD/YYYY

STUDENT C#: _____ MPS TRACK: _____
(e.g., C12345678)

COMMITTEE CHAIR: _____ GRADUATION DATE: _____
Last name, First Name MM/DD/YYYY

To be cleared for graduation, students must have a representative from **each office** below sign and date this form (digital signatures preferred). Students must email this form to one office at a time to collect signatures during the final week of their last semester in the program. The MPS Office will sign for the final line referencing MPS Lounge locker check-out, borrowing equipment, and completing the Graduation Exit Survey. **All signatures must be collected on one page.** Students must still collect all signatures regardless of whether they visited these offices or utilized their services. Students collecting signatures in person can locate the offices on the Rosenstiel Campus by reviewing this [campus map](#).

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

ROSENSTIEL LIBRARY (SLAB building, 2nd floor) Email: rsmaslibrary@miami.edu

Signature *Date (MM/DD/YYYY)*
RICHTER LIBRARY (Rosenstiel librarians can sign for Richter)

Signature *Date (MM/DD/YYYY)*
IA DIGITAL PRINT SHOP (S. Grosvenor building, 1st floor): The student has no outstanding balances.
Email: yanina@iadigitalprint.com

Signature *Date (MM/DD/YYYY)*
ROSENSTIEL FACILITIES & OPERATIONS (N. Grosvenor building, room 103) Email: facilities@earth.miami.edu
Student 'Cane ID cards and any campus room keys have been returned. Students no longer in the Miami area must physically mail in their ID and/or keys and provide proof of shipping. See [MPS Program Checklist](#) for mailing protocol.

Signature *Date (MM/DD/YYYY)*

MPS OFFICE (SLAB building, room 132) Email: mps@earth.miami.edu
Student has cleared out all belongings from their reserved MPS Lounge locker, returned any borrowed items/equipment, and completed the [MPS Graduate Exit Survey](#).

Signature *Date (MM/DD/YYYY)*