

Offboarding – Exiting Graduate Student Checklist

- Announce Defense date two weeks before defending. Submit Defense form to Tina Scites (tscites@umd.edu) and Dr. Rabenhorst (mrabenho@umd.edu)
- Notification of when you become aware that you are graduating – Dr. Rabenhorst (mrabenho@umd.edu), Tina Scites (tscites@umd.edu), and Ruth Koster (rkoster@umd.edu)
- Schedule Exit Interview with the Chairman, Dr. Leisnham – Maria Liberati (mlib@umd.edu)
- Return P-Card – Traci Tillman Jackson (tt1jacks@umd.edu) and Nhu Nguyen (nnguyen8@umd.edu)
- Return all keys – Tina Scites (tscites@umd.edu)
- Cancel ID Card Swipe Access – Tina Scites (tscites@umd.edu)
- Clean out desk space