**Offboarding – Exiting Graduate Student Checklist**

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