**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. Bowerman – Maria Liberati (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)
* Cancel ID Card Swipe Access – Tina Scites (tscites@umd.edu)
* Clean out desk space