

## **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. Leisnham – Maria Liberati ([mlib@umd.edu](mailto:mlib@umd.edu))
- Return P-Card – Traci Tillman Jackson ([tt1jacks@umd.edu](mailto:tt1jacks@umd.edu)) and Nhu Nguyen ([nnguyen8@umd.edu](mailto:nnguyen8@umd.edu))
  - If a p-card holder, reallocate charges in PCMS and submit final p-card documents two weeks before your last day. – Traci Tillman Jackson ([tt1jacks@umd.edu](mailto:tt1jacks@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))
- Request to be removed from Listservs - Tina Scites ([tscites@umd.edu](mailto:tscites@umd.edu)) and Maria Liberati ([mlib@umd.edu](mailto:mlib@umd.edu))
- Clean out desk space