

Exist Checklist for Graduation

Before your degree is conferred and you officially become a PhD Graduate, we need you to complete the following checklist before you exit the university.

- **Clean out your office** and let your **Area Support Specialist** know when you are done.
 - If you need boxes, the central office may be able to assist you. Boxes are often, but not always, available.
- Per University policy, **return the laptop/MacBook** you were issued to the Central Office. If you are no longer in the area or are unable to visit the office due to COVID-19, please contact them at psymain@umn.edu for additional instructions.
 - Be sure to back up your documents - you will no longer have access to shared drives.
 - If you choose not to use your University email account going forward, you should also back up your UMN Google Drives because you will lose your access.
- **Return all departmental keys** to the Central Office.
 - If the Central Office is closed, leave your keys in the dropbox outside of the Central Office. Otherwise, psymain@umn.edu for alternative instructions.
- Provide your **non-UMN email address** to the CSPR/PIB Area Support Specialist for record-keeping purposes.
 - **Note:** If you are in CSPR, the program will need to contact you on an annual basis to collect information for a required report for accreditation. Since the University of Minnesota no longer allows graduates to retain their @umn.edu email address for graduates, you **must** provide your personal email address.

Other things to consider, if applicable:

- Close-out IRB (Institutional Review Board) and IACUC (Institutional Animal Care and Use Committee) protocols.
- Turn in copies of datasets to your advisor.
 - Meet with advisors/collaborators to discuss methods to either sunset or continue shared datasets
- Meet with advisors/collaborators to discuss Qualtrics data/access rights because you will lose this access upon graduation.

Lastly, your UMN account will be terminated after graduation. For information, refer to the University's [Account Termination Reference Guide](#).

Thank you for your cooperation and good luck with your future endeavors!