For Departmental Clearance – Graduation Checklist

- Deadline dates are shown here: [http://gradschool.sc.edu/importantdates.asp](http://gradschool.sc.edu/importantdates.asp) or e-mails from the student services office sent to graduate students for deadline dates.

- Degree application – check Graduate School (GS) website at [http://gradschool.sc.edu/current/thesisdiss.asp](http://gradschool.sc.edu/current/thesisdiss.asp)


- Electronic announcement for dissertation defense - send to chemistry graduate office (chemgrad@mailbox.sc.edu) a week before defense.

- To announce your defense date on the GS website (optional), go to [http://app.gradschool.sc.edu/thesisdissertation/announce.asp](http://app.gradschool.sc.edu/thesisdissertation/announce.asp)


- Submit Dissertation/Thesis on UMI after all revisions have been made – information for this is on the GS website [http://www.etdadmin.com/cgi-bin/main/home?siteId=145](http://www.etdadmin.com/cgi-bin/main/home?siteId=145)

- Work order for binding of dissertation/thesis – fill out and give this with CD to graduate office, GSRC 113 AB. From chemistry website [www.chem.sc.edu](http://www.chem.sc.edu), click on ‘Dept Users Only.’ Found under ‘Graduate Student Forms and Information.’

- Exit interview – found on chemistry website [www.chem.sc.edu](http://www.chem.sc.edu), click on ‘Dept Users Only.’ Found under ‘Graduate Student Forms and Information.’ Contact the Graduate Director to schedule brief interview. Turn in to the Graduate Director along with current CV.