

For Departmental Clearance – Graduation Checklist

- Deadline dates are shown on Graduate School calendar:
<http://gradschool.sc.edu/calendar.asp>
- Degree application – check Graduate School (GS) website at
<http://registrar.sc.edu/pdf/DegreeAppUpdated.pdf>

At GS website, Dissertation/Thesis Format check –
<http://gradschool.sc.edu/students/thesisdiss.asp?page=acad&sub=etd>

Electronic announcement for dissertation defense – fill out the Dissertation Template document under Current Student Forms. There are instructions in the link entry underneath the Template. Send to the receptionist at chemsemi@mailbox.sc.edu **a week before your defense.**

- To announce your defense date on the GS website (optional), go to
<https://app.gradschool.sc.edu/gms/student/>
- Dissertation/Thesis Defense Approval form – found on GS website
<http://gradschool.sc.edu/DocLibrary> . Get all committee signatures; return to graduate office, GSRC 113 A3 for Graduate Director’s signature.
- Submit Dissertation/Thesis on UMI after all revisions have been made – information for this is on the GS website <http://www.etsadmin.com/cgi-bin/main/home?siteId=145>
- **Work order for binding of dissertation/thesis** – fill out and give this to graduate office, GSRC 113 A3. From chemistry website
www.sc.edu/study/colleges_schools/chemistry_and_biochemistry/index.php, under Resources, screen page 2, category is Printing, name of form is **Dissertation and Thesis Print Request Form.**
- **Exit interview** – found on chemistry website ,
www.sc.edu/study/colleges_schools/chemistry_and_biochemistry/index.php click on My Chem/Biochem on left side of page. Click on Current on left side of page. Click on Graduate Students on left side of page. Under Current Student Forms, find the exit interview. Print and fill out. Contact the Graduate Director to schedule brief interview. Turn in to the Graduate Director along with current CV.