

For Departmental Clearance – Graduation Checklist

- Deadline dates are shown here: <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>
-
- At GS website, Dissertation/Thesis Format check – <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>
- Dissertation/Thesis Defense Approval form – found on GS website <http://gradschool.sc.edu/DocLibrary> . Get all committee signatures; return to graduate office, GSRC 113 AB 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.etsdadmin.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 , click on ‘Dept Users Only.’ Found under ‘Graduate Student Forms and Information.’
- Exit interview – found on chemistry website 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.