

Graduation Checklist - For Departmental Clearance

For the semester you are planning on graduating, please follow the instructions below. Pay attention to the calendar regarding the deadlines to complete everything.

Deadline dates can be found on Graduate School academics page:

https://www.sc.edu/study/colleges_schools/graduate_school/academics/index.php

Degree Application (Apply to Graduate)

Apply on **Self-Service Carolina**. Click the "Apply to Graduate" link under the "Student" tab. Look at [University Registrar](#) for this deadline.

Dissertation/Thesis Template

If you want use a template for your dissertation/thesis you can find instructions and templates at the following link.

https://www.sc.edu/study/colleges_schools/graduate_school/academics/thesis_and_dissertation/formatting_our_thesis_dissertation/preformatted_templates/index.php

Dissertation/Thesis Format check

The Graduate School has very specific formatting requirements for your thesis. Check that your formatting is correct before you submit your thesis or you will be required to reformat and resubmit. The dissertation/thesis needs to be complete as possible with all the required parts of the document included. This includes title page, abstract, table of contents, etc.

Formatting Requirements - Look at the [formatting guide](#) and sample documents to look at all the specific document requirements.

Electronic Announcement for Dissertation Defense

Fill out the [Defense Announcement Template](#) document under Current Student Forms.

https://www.sc.edu/study/colleges_schools/chemistry_and_biochemistry/internal/current_students/graduate_students/index.php

After filling out, send to the receptionist at chemsemi@mailbox.sc.edu **a week before your defense.**

Optional: The Graduate School can amplify your defense through social media. In social media posts, tag the Graduate School on Facebook and/or Twitter, and they can share / retweet the information. Please make sure the post includes the name of the student, department, date, time, and location (at minimum).

Facebook: GradSchoolAtUSC (<https://www.facebook.com/GradSchoolAtUSC/>)

Twitter: @gradschoolatUSC

Dissertation Signature and Approval Form (G-DSF)

This is the form you bring to your defense. After a successful defense, get all the committee signatures; return to graduate office, GSRC 113 for Graduate Director's signature. Make sure you include a sample of your references (or a chapter from your thesis) and a sample of the type of formatting used for the references. (Email the graduate director with this information) The role of the graduate director is to make sure your references are in the format that you state on the form. If it is not ACS Style, then please email the graduate director information regarding the rules for that particular format.

The form is found on the Graduate School website below:

https://www.sc.edu/study/colleges_schools/graduate_school/documents/dissertation-signature-approval.pdf

If you are graduating with a Masters, please use the Thesis Signature and Approval Form (G-TSF) found here:

https://www.sc.edu/study/colleges_schools/graduate_school/documents/g-tsf.pdf

Embargo of Dissertation/Thesis

If you would like to delay the open access of your dissertation/thesis until publications, etc. are complete, check the box on the G-DSF or G-TSF form and fill out the Dissertation Embargo Request form. Turn it into the Graduate Office for the Graduate Director's signature. The form is found at the following link:

https://www.sc.edu/study/colleges_schools/chemistry_and_biochemistry/internal/current_students/graduate_students/index.php

Copyright Your Dissertation/Thesis

If you would like to copyright your thesis, please see the instructions in the [Electronic Thesis and Dissertation Formatting Guidelines](#)

Submit Dissertation/Thesis

You will submit your thesis or dissertation through **ETD Administrator** once all the revisions have been made

Instructions for Submitting: **Once you get to the site, click the box that says "Sign up and get started today!" You will create an account (separate from your USC accounts) and complete the steps to submit your document.**

Work order for Printing/Binding of Dissertation/Thesis

Fill out the form at the link below, print it, and give it to the graduate office, GSRC 113.

https://www.sc.edu/study/colleges_schools/chemistry_and_biochemistry/internal/docs/resources/dissertation_thesis_printing_form2019.pdf

Exit interview

You need to do an exit interview with the Graduate Director. Please fill out the form found at the link below, print it, then contact the Graduate Director to schedule a brief interview. Turn in to the Graduate Director along with a current CV.

https://www.sc.edu/study/colleges_schools/chemistry_and_biochemistry/internal/docs/graduate_students/grad_exit_form2019_fillable.pdf

Participation in the Graduate School Doctoral Hooding Ceremony

If you plan to attend the hooding ceremony, you must have:

- Completed all degree requirements
- Submitted your graduation application in Self-Service Carolina
- Successfully submitted your dissertation to the Graduate School
- Submitted the online Survey of Earned Doctorates here: <https://sed-nces.org/login.aspx>
- Submitted Hooding Program Information ([this form](#))

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