

## 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.

**Do you have enough credits?** Review your transcript to make sure you have a total of 60 credits (or you will have 60 credits by the end of the semester you are graduating). You must have Chem 899 (12 credits), Chem 701 Seminar (Listed twice for one credit each), Chem 790 (3 credits), Chem 791 (3 credits), and your five academic classes. If you will not be at 60 credits by the end of the semester you are graduating you must speak with Dr. Wiskur and Jennifer Merkel immediately.

**Graduation deadline dates can be found on the following Graduate School page:**

[https://www.sc.edu/study/colleges\\_schools/graduate\\_school/graduate-studies/dates-deadlines/index.php](https://www.sc.edu/study/colleges_schools/graduate_school/graduate-studies/dates-deadlines/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 to 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/graduate-studies/thesis\\_and\\_dissertation/index.php](https://www.sc.edu/study/colleges_schools/graduate_school/graduate-studies/thesis_and_dissertation/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](#) found at that website 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](https://www.sc.edu/study/colleges_schools/chemistry_and_biochemistry/internal/current_students/graduate_students/index.php)

After filling out, send to [chemsemi@mailbox.sc.edu](mailto: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 X, 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: The Graduate School at the University of South Carolina**  
(<https://www.facebook.com/GradSchoolUofSC>)

**X (Formerly known as 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. After you get the Graduate Director's signature, send a copy of the signed form to the Chemistry Graduate Office to be submitted to the Graduate School.

The form is found on the Graduate School website below:

[https://www.sc.edu/study/colleges\\_schools/graduate\\_school/documents/dissertation-signature-approval.pdf](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](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 (this will download it for you). 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](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**

If you would like to have your dissertation bound or your advisor would like a copy, fill out the form at the link below, print it, and give it to the graduate office, GSRC 113.

[Dissertation and Thesis Printing Request Form](#)

### **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](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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