

## Graduation Requirements

In order to be recommended to the Vice President for Academic Affairs for presentation to the Board of Trustees for your degree, the following is required.

- Successful Dissertation/Thesis defense **before the last day of classes** in the semester you expect to complete/graduate:

**August 2009 completion – last day of classes- August 13**

**December 2009 completion – last day of classes - December 11**

**May 2010 completion – last day of classes - April 27**

FINAL THESIS/DISSERTATION READY FOR BINDING **MUST BE** TURNED IN NO LATER THAN THE LAST DAY OF EXAMS IN THE SPRING SEMESTER.

- Defense notification form is due in the Dean's office **three weeks before** the defense
- Successful Defense form - <http://www.musc.edu/grad/students/forms/phd/>  
(turn in as soon as possible after defense)
- Degree Application/Graduation Order form - <http://www.musc.edu/em>  
This form is used to order your diploma as well as your cap & gown.  
The name you enter on this form will be on your diploma and the Commencement Program.  
(Should be completed by September 30, 2009 for December 09 and May 2010 graduates)

If the above information is received before the last day of classes you will be cleared to receive the graduation date of the current semester. However, a hold will be placed on your file until M.S. students turn in three copies of the final Thesis to the Bindery and a copy of the signature page to the Dean's office. A hold will be placed on Ph.D. students until three copies (1-100% rag, 2-25% rag) of the final Dissertation are turned in to the Dean's office. While this hold is on your file, you will not receive a diploma, transcripts, or have any information released. If your final is not turned in within a reasonable amount of time, the Dean's office will notify your employer that you have not completed the requirements for your degree. If you anticipate a significant delay in finalizing your final Thesis or Dissertation you should notify the Dean's Office to avoid potential problems. You will be required to register for the next semester for a minimum of one hour if the above items are not turned in before the last day of classes. This will change your graduation date to the next semester.

As soon as possible after your successful defense, M.S. and Ph.D. students should schedule an Exit Interview with Dean Halushka. When you come for your exit interview bring the Student Survey and Graduate Information forms. The Survey of Earned Doctorates and the Doctoral Dissertation Agreement Form is required of Ph.D. students and must be turned in with your final Dissertation. Please see the following link for the forms required for graduation. <http://www.musc.edu/grad/students/forms/graduation/>