

## Checklist of Remaining Requirements after Successful Defense

Complete Online Degree Application (now referred to as Commencement Application. (this can be done one semester before requirements are completed.)

<https://education.musc.edu/students/enrollment/registrar/commencement/application>

MD/PhD and DMD/PhD students will complete this through the College of Medicine and Dental Medicine.

## Turn in the following forms to Dodie, CGS Dean's Office

Successful Defense form (Do not submit until after submission of the final approved dissertation)

Thesis/Dissertation Rubric

Graduate Information form (DMD/PhD and MD/PhD students can skip this form)

Schedule exit interview with the College of Graduate Studies Dean (contact Amy Connolly to schedule. **ALL** requirements **MUST BE** completed/submitted before the exit interview. [connolla@musc.edu](mailto:connolla@musc.edu))

On-line Student Survey (complete **prior** to exit interview with the Dean)

Please note that the **scoring scale is 1 = Excellent and 5 = Poor**

<https://redcap.musc.edu/surveys/?s=acf941>

Submit Thesis/Dissertation to MUSC Repository (MEDICA) <http://medica.library.musc.edu/>

**The title page must have typed names of all committee members.** No Signatures

Notify Dodie at [weised@musc.edu](mailto:weised@musc.edu) once you have submitted your Thesis/Dissertation to MEDICA.

Provide a title page with **original** signatures to the Dean's Office.

Students who would like bound copies of their Thesis/Dissertation for their personal use or for the department may purchase them directly from the vendor. <http://www.houchenbindery.com/on-demand-printing-order/>

Survey of Earned Doctorates (copy and paste in your browser, <https://sed-nces.org/login.aspx>) MS students do not complete, MD/PhD and DMD/PhD students will submit this in their final semester when both degrees are granted.

Schedule an appointment to have your picture taken for the COGS graduate composite. Contact Jonathan Coultas (843-876-5033 or [coultasj@musc.edu](mailto:coultasj@musc.edu)) or Nancey Lemon Carney (843-792-7637 or [lemonn@musc.edu](mailto:lemonn@musc.edu)) with Education & Student Support, Vince Moseley Building, 41 Bee St., room 206 (If you do not have regalia, they can provide it for the picture) Guys should wear a shirt and tie for the picture.

Financial Aid Exit

Direct Lending - <https://studentloans.gov/myDirectLoan/counselingInstructions.action?counselingType=exit>

Institutional Lending - <https://www.ecsi.net/cgi-bin/bcgi.exe>

**\*Effective Spring 2018 – After the committee has provided changes that need to be made to the dissertation, students have 3 weeks to complete the modifications & return the dissertation to the committee. Once accepted, the signed Successful Defense form can be turned in.**

## **Policy on the submission and completion of the dissertation and defense:**

Students should prepare their dissertation according to [CGS guidelines](#) and any additional requirements of their Program. Once the student is ready to defend, the completed “Notification of Defense” form, signed by the mentor and Program Director, should be sent to the Dean’s office at least three (3) weeks prior to the public seminar and private defense date.

All committee members should be given the complete dissertation no later than two (2) weeks before the oral defense to ensure that they have time to read it. After “the defense” is completed, students will be given clear written instructions from their committee members and major advisor (at, or within 48h of, the defense) regarding the changes that need to be made to the dissertation before it can be accepted. Upon receiving these comments, students will then have three (3) weeks to complete these modifications and return the dissertation to the committee for their consideration. [This is a firm deadline, although students may appeal to the Dean of the College of Graduate Studies for an extension. If granted, the length of the extension will be determined based on the circumstances and justification for the request.] It is expected that most students will provide a thoughtful and thorough revision to their committee, allowing the “Successful Defense” form to be completed and submitted to the College of Graduate Studies. Once all requirements are completed (digital dissertation uploaded to MEDICA), the student is deemed to have completed their PhD. Their stipend support should end and, if they are remaining at MUSC, their status changed as appropriate (eg., to postdoctoral scholar).

If the committee does not feel the first revision has addressed their concerns, the student will have one (1) additional week to give the committee a 2<sup>nd</sup> revised dissertation that must address the committee’s comments. If this 2<sup>nd</sup> revision is accepted, the “Successful Defense” form can be completed and sent to the College of Graduate Studies and the remaining steps needed to complete the PhD can be completed as outlined above.

If the 2<sup>nd</sup> revision of the dissertation is still not acceptable to the committee, the student’s stipend support will end. They will nevertheless have to make a third round of revisions in order to satisfy the committee before “the defense” can be considered successful.

Students should remember if the “Successful Defense” form along with all other requirements are not submitted to CGS by the last designated day, normally at least one week before the end of the semester, the student will need to enroll for 1 semester hour for the following semester in order to complete the requirements.