

APPLICATION FOR DEGREE OR CERTIFICATE  
UNIVERSITY OF SOUTH CAROLINA  
Columbia, South Carolina 29208-0001

**INSTRUCTIONS**

1. Complete this form. Fields with a red asterisk (\*) are required.
2. **Undergraduate Students** should contact their dean for a consultation regarding academic requirements.  
**Graduate Students** should submit this form to The Graduate School, room 304 on 3rd floor of the James F. Byrnes Building; visit The Graduate School website regarding academic requirements - <http://www.gradschool.sc.edu/>.
3. After completing this form, print it and submit to the appropriate office by the posted deadline date as set in the academic calendar.

General information for degree candidates, their families and guests regarding the upcoming commencement exercises is available on the University Registrar's homepage - Graduation Information at <http://registrar.sc.edu/html/graduation/>. Commencement Exercises will be held on the USC Columbia Campus in May, August and December.

Once your Application for Degree or Certificate form is on file with your college/school/campus and submitted to the Office of the University Registrar, you may wish to view your Graduation/Degree Application Information which is accessible from the Academics Page on VIP. Caps, gowns, invitations and announcements may be purchased at the University Bookstore in the Russell House on Greene Street. Diplomas will be mailed to the permanent/forwarding address. Academic transcripts and diplomas may be withheld for any graduate who is indebted to the University or any of its auxiliary agencies.

GRADUATION WITH HONORS will be based on a cumulative GPA calculated on the basis of ALL work in the student's college career.

BACHELOR DEGREE HONORS: SUMMA CUM LAUDE-GPA of 3.950 - 4.000; MAGNA CUM LAUDE-GPA of 3.750-3.949; CUM LAUDE-GPA of 3.500-3.749. Sixty hours applicable toward the degree must be earned in residence at the University of South Carolina.

ASSOCIATE DEGREE HONORS: WITH HIGHEST HONORS GPA of 3.950-4.000; WITH HIGH HONORS-GPA of 3.750-3.949; WITH HONORS-GPA of 3.500-3.749. To obtain HONORS, thirty hours applicable toward the degree must be earned in residence at the University of South Carolina.

APPLICATION FOR DEGREE OR CERTIFICATE

\*Date \_\_\_\_\_

UNIVERSITY OF SOUTH CAROLINA  
Columbia, South Carolina 29208-0001

\_\_\_\_\_  
\*Student ID Number \*Graduation Term

Fields with a red asterisk (\*) are required.

\_\_\_\_\_  
Candidate's Signature

Your diploma will be ordered from the information on this application; **so be certain it is correct.** Print your name the way you wish it to appear on your diploma - name of record must be used -- to change your name of record you must file legal documentation with the Office of the University Registrar.

\_\_\_\_\_  
\*First Name (Please print) First Middle Name (Please print) Second Middle Name (if applicable)

\_\_\_\_\_  
\*Last Name (Please print) Name Suffix (e.g. Jr., III, etc.) Local Area Code & Telephone Number

**LOCAL ADDRESS:** Information sent before the commencement exercises will be mailed to this address.

\_\_\_\_\_  
\*Street - Line 1 Street - Line 2 \*City \*State \*Zip Code + Four

**PERMANENT/FORWARDING ADDRESS:** This address will immediately become your permanent/forwarding address upon receipt of this form in the Office of the University Registrar. Diplomas and alumni information will be mailed to this address.

\_\_\_\_\_  
\*Street - Line 1 Street - Line 2 \*City \*State \*Zip Code + Four

**DEGREE SOUGHT:** \_\_\_\_\_ Country \_\_\_\_\_

\_\_\_\_\_  
COLUMBIA CAMPUS SCHOOL/COLLEGE STATEWIDE CAMPUSES

\_\_\_\_\_  
\*DEGREE SOUGHT: \*FIRST MAJOR NAME

\_\_\_\_\_  
SECOND MAJOR NAME MINOR NAME

\_\_\_\_\_  
AREA OF EMPHASIS #1 AREA OF EMPHASIS #2

\*Will you attend Commencement Exercise? **Y = Yes**   
**N = No**

Review your academic record. List all courses required for graduation which you have not completed, including any Incomplete grades. Consult with the dean at your school/college.

1. Dept. _____	Number _____	Credits _____	4. Dept. _____	Number _____	Credits _____
2. Dept. _____	Number _____	Credits _____	5. Dept. _____	Number _____	Credits _____
3. Dept. _____	Number _____	Credits _____	6. Dept. _____	Number _____	Credits _____

\_\_\_\_\_  
Dean's Signature

**GRADUATE STUDENTS ONLY: Thesis or Dissertation Title**

**DO NOT WRITE OR TYPE IN THE SPACE BELOW, FOR ADMINISTRATIVE USE ONLY.**

Approved \_\_\_\_\_  
Dean's Signature

Disapproved \_\_\_\_\_  
Dean's Signature

Honors \_\_\_\_\_

Note to deans: All applications must be returned with an approval or disapproval signature.