GEOLOGICAL SCIENCES – PH.D.

PROGRESS TO DEGREE
• Doctoral Committee Appointment Request Form
  • Due by end of 2nd semester

• Doctoral Program of Study (DPOS)
  • Due within two weeks following the Qualifying Exam
  • With MS degree, exactly 30 credit hours on this form
  • With BS degree, exactly 60 credit hours on this form
  • Adjustment to POS (if necessary)

• Exam Announcement – Formatting
  • Due no later than 7 days prior to Exam

• SEOE Dissertation Qualifying Exam Form
  • Due by end of 1st year and not later than end of 2nd year
Once completed and submitted to SEOE Graduate Office, Graduate Office will complete the Graduate School Doctoral Qualifying Exam Verification Form and will submit both forms to the Graduate School.
  • Committee Assessment Form

• SEOE Dissertation Comprehensive Exam Form
  • Due no earlier than 60 days prior to Dissertation Defense
Once completed and submitted to SEOE Graduate Office, Graduate Office will complete the Graduate School Doctoral Comprehensive Exam Form and will submit both forms to the Graduate School.
  • Committee Assessment Form
GEOLOGICAL SCIENCES – PH.D.
The Required Forms (page 2 of 2)

- Peer-reviewed Publication Letter
  - Due at least 60 days prior to Dissertation Defense

- Second Manuscript Submission Letter
  - Due at least 30 days before degree awarded

- SEOE Dissertation Defense Exam Form
  - Due no later than 30 days before date degree to be awarded
    - Committee Assessment Form

- Dissertation Signature and Approval Form
  - Due end of 3rd or 4th year following Dissertation Defense, when final dissertation is ready for submission to Graduate School

- Application for Graduation – Apply

- Survey of Earned Doctorates - Survey
Graduate students in Geological Sciences are required to satisfy a graduate breadth requirement by completing 3-4 courses from six categories. Students in the MS program must take three graduate breadth courses. PhD students must take four. Breadth credit will not be granted for more than one course per category.

Students enrolled prior to fall 2019 have the option of adopting this requirement or finishing their degree under the old requirement.
• GEOLOGICAL SCIENCES – PH.D.

Travel Forms and Information

• SEOE Travel Assistance for Scientific Meetings
  • Rules
  • Funding Request Form

• SEOE Travel Grant for Student Expo
  • Rules
  • Funding Request Form

• Graduate School Travel Grant
  • Grant Information
  • Must apply through the Graduate Management System - GMS

• UofSC – Travel Abroad
  Graduate students traveling for university related purposes are required to register their trip with the Study Abroad Office. Review for REQUIRED insurance and forms due 30 days prior to travel.
  • International - Register/Apply
  • Travel Warnings per travel.state.gov
  • Questions? See “Live Chat Now” or “Leave us a message” on bottom left of screen or “Leave us a message”

• Travel Authorization (TA FORM):
  • Due no later than 2 weeks prior to travel
  • Instructions from KRISTA RUSSELL in EWS 603

• Travel Reimbursement Voucher (TRV FORM):
  • Complete this form, print and deliver to KRISTA RUSSELL - EWS 603 (with all appropriate receipts)
GEOLOGICAL SCIENCES – PH.D.

Other Helpful Forms

- Special Enrollment (Z-status – GS-ZS)
  End of study, enroll in less than 9 credits and remain in full-time student status
- Independent Study Contract (GEOL 790 – G-ISCE)
- Registration Exception (Late Add – AS199)
  To add/change classes after drop date
- Permit for Revalidation Examination (PRE)
- Graduate Assistant Appeal to Work 21-25 Hours
- Update Request Form (URF) – last form page 2
- Request for Transfer of Graduate Credit (G-RTC)