

# GEOLOGICAL SCIENCES – PH.D.

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PROGRESS TO DEGREE

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## The Required Forms (page 1 of 2)

- Doctoral Committee Appointment Request [Form](#)
  - Due by end of 2<sup>nd</sup> 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 1<sup>st</sup> year and not later than end of 2<sup>nd</sup> 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](#)

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## 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 3<sup>rd</sup> or 4<sup>th</sup> year following Dissertation Defense, when final dissertation is ready for submission to Graduate School
- Application for Graduation – [Apply](#)
- Survey of Earned Doctorates - [Survey](#)

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The Handbook  
and  
Breadth Requirements

- The SEOE Graduate Handbook for Geological Sciences
  - [Handbook](#)
- Breadth Requirement for MS & PhD Students in Geological Sciences

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.

- [Breadth Requirements](#)

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## 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](http://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)

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## 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-ISC](#))
- Registration Exception (Late Add – [ASI99](#))  
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](#))