

# GEOLOGICAL SCIENCES – M.S.

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PROGRESS TO DEGREE

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## The Required Forms

- Masters Program of Study ([MPOS](#)) – Exactly 30 credit hours on this form
  - Due by end of 2<sup>nd</sup> semester
  - [Adjustment](#) to POS (if necessary)
- SEOE Committee Naming/Approval [Form](#)
  - Due 30 days prior to Qualifying/Comprehensive Exam
- Exam Announcement – [Formatting](#)
  - Due no later than 7 days prior to Exam
- SEOE Thesis Qualifying/Comprehensive Exam [Form](#)
  - Due by end of 2<sup>nd</sup> semester

Once completed and submitted to SEOE Graduate Office, Graduate Office will complete the Graduate School Comprehensive Exam Form and will submit both form to the Graduate School.

  - Committee Assessment [Form](#)
- SEOE Thesis Defense Exam [Form](#)
  - Due end of 2<sup>nd</sup> year following final oral defense of thesis
  - Committee Assessment [Form](#)
- Thesis Signature and Approval [Form](#)
  - Due end of 2<sup>nd</sup> year following Thesis Defense, when final Thesis is ready for submission to Graduate School
- Application for Graduation - [Apply](#)

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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](#)
- 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 on page 2
- Request for Transfer of Graduate Credit ([G-RTC](#))