**School Psychology Program**

**Forms for Student Degrees**

*Please note the following:*

1. All forms should be turned in to the Graduate Student Services Coordinator. (*Hardcopies with original signatures preferred*)
2. The deadlines provided within this document represented a suggested timeline.
3. Other forms required by the school psychology program for review purposes or ratings are not listed within this document.
4. All Graduate School Forms can also be found on the Graduate School Website in their Forms Repository.
5. To access the form, press the “Ctrl” key while clicking the link. If a link to a form is broken, please contact the Graduate Student Services Coordinator.

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| **1st YEAR REQUIREMENTS** | | |
| **Form Name** | **Due By** | **Form Type** |
| (1) [Individual Course Wavier Form](http://www.psych.sc.edu/sites/default/files/attached_docs/SchIndividualCourseWaiver.pdf) | End of 1st year | Departmental |
| * Complete this form to use coursework completed outside of USC to waive out of required courses in your USC Program of Study. * You will need this form for completion of your MPOS and/or DPOS Forms. (*See below for more info)* * When the course waiver is completed, these credits *do not* appear on your USC transcript. (*See G-RTC Form for credit*) | | |
| (2) [Request for Transfer of Graduate Credit (G-RTC)](http://www.psych.sc.edu/sites/default/files/attached_docs/G-RTC.pdf) | End of 1st year | Graduate School |
| * Complete this form if you want your credit hours from a previous institution to appear on your USC transcript. (*This is usually not necessary*) * To check if you need this form, compare your projected courses at USC to the minimum credit requirement for your degree program. | | |
| **2nd YEAR REQUIREMENTS** | | |
| **Form Name** | **Due By** | **Form Type** |
| (3) [Masters Program of Study (MPOS)](http://www.psych.sc.edu/sites/default/files/attached_docs/mastersprogramofstudy.pdf) | Beginning 1st semester | Graduate School |
| * Complete this form with all courses required for the master’s degree. (*See student handbook for specific requirements*) * *\*Make sure to attach and/or provide the handbook pages with the specific requirements when submitting this form and list in that order\** * *Do not* list any course that are not specifically required for the Master’s degree as you will not receive credit for them on the DPOS. * Any course grades that have not been received should be left blank. * If courses listed on MPOS are changed, the form will have to be amended or redone. | | |
| (4) [Application for Degree or Certificate (AS-126)](http://www.psych.sc.edu/sites/default/files/attached_docs/AS-126.pdf) | Semester complete MA degree | Graduate School |
| * Complete and submit this form with the G-CON Form (*See below for more info*) at the beginning of the semester in which you intend to graduate with your degree. | | |
| (5) [Request for Concurrent Enrollment within the Same Discipline (G-CON)](http://www.psych.sc.edu/sites/default/files/attached_docs/GCON.pdf) | Semester complete MA degree | Graduate School |
| * Complete this form as an official request to the Graduate School to be an applicant for a Master’s degree. | | |

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| **2nd YEAR REQUIREMENTS (continued…)** | | |
| **Form Name** | **Due By** | **Form Type** |
| (6) [Masters Degree Committee Approval Form](http://www.psych.sc.edu/sites/default/files/attached_docs/SchMACommApproval.pdf) | Semester complete MA degree | Departmental |
| * Complete this form to indicate Master’s degree committee members. | | |
| (7) [MA Oral Comp Exam & Thesis Defense Announcement](http://www.psych.sc.edu/sites/default/files/attached_docs/SchMAOralCompExamThesisDefenseAnnounce.pdf) | Semester complete MA degree | Departmental |
| * Complete this form to indicate the date of your Master’s Orals and/or Thesis Defense. (*Reserve room by contacting Stacie Dunn*) * This form must be posted in the hallway by the Graduate Student Services Coordinator. | | |
| (8) [MA Oral Comp Exam & Thesis Defense](http://www.psych.sc.edu/sites/default/files/attached_docs/SchMACompExamThesisDefense.pdf) | Semester complete MA degree | Departmental |
| * Complete this form the day of your MA oral comp exam and/or thesis defense. (*Note: must have all committee member signatures*) | | |
| (9) [Thesis Signature and Approval Form (G-TSF)](http://www.psych.sc.edu/sites/default/files/attached_docs/G-TSF.pdf) | Semester complete MA degree | Graduate School |
| * Complete this form to indicate the date committee members approved your thesis. (*Note: must have all committee member signatures*) | | |
| **3rd YEAR REQUIREMENTS** | | |
| **Form Name** | **Due By** | **Form Type** |
| (10) [Doctoral Committee Appointment Request (G-DCA)](http://www.psych.sc.edu/sites/default/files/attached_docs/G-DCA.doctoral.committee.appointment.GS48.pdf) | Part 1 prior to Written Comps | Graduate School |
| * This Form has two parts and students will submit one, two, or three different G-DCA forms, depending on the degree to which your committees are different. * Part 1 of this form is for both Written Comps and Oral Comps. If you have the same committee for both the Written and Oral Comps, you check box 1 and submit this form listing your committee members for these Comps. If your Dissertation Committee consists of the same members, you can check box 2 as well. * If your Written Comps and your Oral Comps Committees are different, create two different forms, each checking box 1 and indicate which committee the form is for by underlining “written” or “oral” on each one. * For all Committees, you must have a total of 4 committee members, with 1 non-department member and 1 non-school faculty member. * See below for G-DCA needed for your Doctoral Dissertation Committee. | | |
| (11) [General Comprehensive Paper Form](http://www.psych.sc.edu/sites/default/files/attached_docs/Gen%20Comp%20PaperTitle.pdf) | October 31st | Departmental |
| * Complete this form to indicate the title of your Written Comp Paper. | | |
| (12) [General Comprehensive Paper Outline Approval Form](http://www.psych.sc.edu/sites/default/files/attached_docs/5b-%20General%20Comp%20Outline%20Approval.pdf) | May 15th | Departmental |
| * Complete this form once your final Written Comp Paper outline is complete. * You must attach the final outline of your paper, which cannot exceed 15 pages. | | |
| (13) [Results of the General Comprehensive Paper](http://www.psych.sc.edu/sites/default/files/attached_docs/Gen%20Comp%20Paper%20Results.pdf) | September 15th of 4th year | Departmental |
| * Complete this form once your Written Comp Paper has been completed and reviewed by your committee. | | |

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| **3rd YEAR REQUIREMENTS (continued…)** | | |
| **Form Name** | **Due By** | **Form Type** |
| (14) [Admission to Candidacy](http://www.psych.sc.edu/sites/default/files/attached_docs/SchMAQualifyingExam.pdf) | End of 2nd semester | Departmental |
| * Complete this form to be recommended for doctoral candidacy. * To be considered for candidacy you must have passed your Written Comps Paper. (*See other qualifications in School Handbook*) | | |
| (15) [Doctoral Program of Study (DPOS)](http://www.psych.sc.edu/sites/default/files/attached_docs/doctoralprogramofstudy.pdf) | Semester complete PhD degree | Graduate School |
| * Complete this form with all courses required for the doctoral degree (*See student handbook for specific course requirements*) * *\*Make sure to attach and/or provide the handbook pages with the specific requirements when submitting this form and list in that order \** * Any course grades that have not been received should be left blank. * If courses listed on DPOS are changed, the form will have to be amended or redone. | | |
| **4th YEAR REQUIREMENTS** | | |
| **Form Name** | **Due By** | **Form Type** |
| (16) [Doctoral Committee Appointment Request (G-DCA)](http://www.psych.sc.edu/sites/default/files/attached_docs/G-DCA.pdf) | Part 2 prior to Written/Oral Comps | Graduate School |
| * Check Box 2 of this form to indicate members of your dissertation committee and submit (*unless your Dissertation Committee is the same as your Oral and Written Committee and you have already checked box 2 on your prior submission*). | | |
| (17) [PhD Oral Comprehensive Exam Announcement](http://www.psych.sc.edu/sites/default/files/attached_docs/SchPhDOralCompExamAnnounce.pdf) | Semester complete PhD Orals | Departmental |
| * Complete this form to indicate the date of your Doctoral Orals. (*Reserve room by contacting Stacie Dunn*) * This form must be posted in the hallway by the Graduate Student Services Coordinator. | | |
| (18) [Results of the PhD Oral Comprehensive Exam](http://www.psych.sc.edu/sites/default/files/attached_docs/SchPhDOralCompExamResults.pdf) | Date successfully pass PhD Orals | Departmental |
| * Complete this form upon successfully passing your PhD Orals. * *\*\*Note: if you do not pass on the first attempt, your mentor should hold on to this form until your 2nd attempt at PhD Orals are scheduled\*\** | | |
| (19) [Dissertation Start-up Topic & Committee Approval Form](http://www.psych.sc.edu/sites/default/files/attached_docs/SchPhDCommApprovalFillable.pdf) | Beginning of 1st semester | Departmental |
| * Complete this form for approval of your dissertation title. | | |
| (20) [Prospectus Announcement Form](http://www.psych.sc.edu/sites/default/files/attached_docs/SchProspectusAnnounce.pdf) | Beginning of 1st semester | Departmental |
| * Complete this from to announce the date of your prospectus. * This form must be posted in the hallway by the Graduate Student Services Coordinator. | | |
| (21) [Dissertation Prospectus Action Form](http://www.psych.sc.edu/sites/default/files/attached_docs/Dissertation%20Prospectus%20Action%20Form.pdf) | Date of prospectus defense | Departmental |
| * Complete this from to indicate the results of your prospectus defense. (*Must have all committee member signatures*) * *\*\*Note: if you do not pass on the first attempt, your mentor should hold on to this form until your 2nd attempt is scheduled\*\** | | |
| (22) [Dissertation Defense Announcement](http://www.psych.sc.edu/sites/default/files/attached_docs/schPhD_DefenseAnnounce.pdf) | Semester defend dissertation | Departmental |
| * Complete this from to announce the date of your dissertation defense * This form must be posted in the hallway by the Graduate Student Services Coordinator | | |

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| **4th YEAR REQUIREMENTS (continued…)** | | |
| **Form Name** | **Due By** | **Form Type** |
| (23) [Dissertation Defense](http://www.psych.sc.edu/sites/default/files/attached_docs/schPhD_DefenseResults.pdf) | Semester defend dissertation | Departmental |
| * Complete this form to indicate the results of your dissertation defense. (*Must have all committee member signatures*) * *\*\*Note: if you do not pass on the first attempt, your mentor should hold on to this form until your 2nd attempt is scheduled\*\** | | |
| (24) [Dissertation Signature Approval Form (G-DSF)](http://www.psych.sc.edu/sites/default/files/attached_docs/G-DSF.pdf) | Semester defend dissertation | Graduate School |
| * Complete this form to indicate the date committee members approved your dissertation. (*Must have all committee member signatures*) | | |
| **5th YEAR REQUIREMENTS** | | |
| **Form Name** | **Due By** | **Form Type** |
| Internship Mid Evaluation | December of internship | Departmental |
| Internship Final Evaluation | End of internship | Departmental |
| Internship Completion Form | End of internship | Departmental |
| [Survey of Earned Doctorate](https://sed.norc.org/showRegister.do) | Prior to graduation | Graduate |