**Graduate Portal - Doctoral Forms & EdD Students**

- **Student initiates & submits all forms through portal**
- **Form approval travels through advisor, GPD & chair, depending on form**
- **All D forms are required for every doctoral student, in order to complete the program.**
- **Forms are not considered fully accepted, until they are approved by the Graduate School [GS].**

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**Forms will be accessible within the portal when the form prerequisites have been met. You may not yet be ready to submit.**

That's OK, every student submission timeframe is different.

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**STUDENT & FACULTY PORTAL LINK**

[https://apps.umsl.edu/webapps/ITS/gradportal](https://apps.umsl.edu/webapps/ITS/gradportal)

**D1, Part A**

- **Appoints the comprehensive/threshold examination committee**

**D1, Part B**

- **D1, PtB reports the results of the comp/threshold exam**

**D3**

- **Lists all required coursework for degree**
- **Enrolled [and approved transfer] courses feed from MyView**
- **Submit after enrolled in final courses for your degree**
  - Unable to submit early, since coursework cannot be added to form until enrolled
  - Work with advisor and GPD to ensure that all transfer courses or courses from previously awarded degrees; GS has a blank worksheet, to assist in planning
  - Must submit prior to D6/D9

**D4**

- **D4 Appoints the dissertation committee**
- **Can be submitted after the D1, PtA has been approved by the GS**
- **Any changes to your committee, require a resubmission of this form**

**D5**

- **D5 Dissertation proposal + IRB + TurnItIn report**
  - **Must be approved by the GS by the end of the semester prior to intended graduation**
  - **Ex: If intention to graduate is Summer, D5 must have approval from GS by the last day of Spring semester.**

**D6 + D9**

1. **Apply to graduate in MyView - Log into MyView - Navigate to - Self Service -> Degree Progress -> Graduation**
2. **D6 - Date/Time/Location of Oral Defense**
3. **D9 - OD Announcement**
   - Submit as soon as date/time/location approved by committee - will need full zoom link/password, if remote
4. **Must be submitted at least 3 weeks prior to defense date.** Graduate School must receive no later than 2 weeks prior to your defense date - it is your responsibility to contact the committee to ensure they have signed off on this important piece.

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**GRADUATION DEADLINES**

[http://umsl.edu/go/DocGradDeadlines](http://umsl.edu/go/DocGradDeadlines)

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**Q's about access to forms, troubleshooting, or any other issues, should be directed to docportal@umsl.edu - include your student number and send from your UMSL email address.**