# Doctoral Form Submission Timeline

The Graduate School must approve all forms relating to your doctoral degree. All doctoral students complete the same forms, albeit on different timelines. DBA/DNP/EdD cohort students are on a 3 year completion timeline & PhD students have an 8 year completion timeline.

We've developed this graphic to assist students in the submission of forms in a timely manner.

## DBA/DNP/EdD

### Year One

<table>
<thead>
<tr>
<th>D1, Part A</th>
<th>D4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assigns the comp/threshold exam committee.</td>
<td>Assigns the dissertation committee.</td>
</tr>
</tbody>
</table>

### Year Two

<table>
<thead>
<tr>
<th>D1, Part B</th>
<th>D3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reports the committee results of comp/threshold exam</td>
<td>Lists all required coursework for the degree</td>
</tr>
</tbody>
</table>

### Year Three

- MUST BE SUBMITTED FOR APPROVAL PRIOR TO GRADUATING SEMESTER
  - If graduating in Fall, proposal must be approved no later than end of summer, etc. to allow time to conduct adequate research
  - Dissertation proposal, TurnItIn Report & IRB approval, if required

### GRADUATING SEMESTER (Year Three and Beyond)

#### Apply to Graduate by Posted Deadline
- MyView -> Navigate to Self Service -> Degree Progress -> Graduation
- Failure to do this, means that your name will not be in the booklet

#### D6, D9 & Nearly Final Dissertation
- Packet must be submitted to the Grad School 3 weeks prior to defense
  - D6 - Committee verifies that dissertation is defensible
  - D9 - Oral Defense Announcement
  - Dissertation - in nearly complete form

#### After the Defense
- Committee’s report of the dissertation defense

### Upload Final Version of Dissertation
- Two different upload sites - ProQuest & IRL@UMSL

### Final Wrap Up Items
- All courses have letter grades
- Advisor has signed off on final version of dissertation in IRL@UMSL

## PhD

### Year One

<table>
<thead>
<tr>
<th>D1, Part A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assigns the comp/threshold exam committee.</td>
</tr>
</tbody>
</table>

### Year Two

<table>
<thead>
<tr>
<th>D1, Part B</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reports the committee results of comp/threshold exam</td>
</tr>
</tbody>
</table>

### Year Three

<table>
<thead>
<tr>
<th>D3</th>
<th>D4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lists all required coursework for the degree</td>
<td>Assigns the dissertation committee</td>
</tr>
</tbody>
</table>

### Year Four

- MUST BE SUBMITTED FOR APPROVAL PRIOR TO GRADUATING SEMESTER
  - If graduating in Fall, proposal must be approved no later than end of summer, etc. to allow time to conduct adequate research
  - Dissertation proposal, TurnItIn Report & IRB approval, if required

### GRADUATING SEMESTER (Year Four and Beyond)

#### Apply to Graduate by Posted Deadline
- MyView -> Navigate to Self Service -> Degree Progress -> Graduation
- Failure to do this, means that your name will not be in the booklet

#### D6, D9 & Nearly Final Dissertation
- Packet must be submitted to the Grad School 3 weeks prior to defense
  - D6 - Committee verifies that dissertation is defensible
  - D9 - Oral Defense Announcement
  - Dissertation - in nearly complete form

#### After the Defense
- Committee’s report of the dissertation defense

### Upload Final Version of Dissertation
- Two different upload sites - ProQuest & IRL@UMSL

### Final Wrap Up Items
- All courses have letter grades
- Advisor has signed off on final version of dissertation in IRL@UMSL

---

GradSchool@UMSL.edu | 314.516.5900  
Doctoral Forms | http://umsl.edu/go/DocForms  

Please note that this is a general suggested timeline. All items are required by the posted deadlines. Contact your graduate program director with questions.