

# Graduate Portal - Doctoral Forms

# DNP 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].

Forms will be accessible within the portal when the prerequisites have been met. You may not yet be ready. Every student submission timeframe is different.

You'll be able to track form status in the portal, by clicking into each form.

**STUDENTS & FACULTY** UMSL email addresses only

**OUTSIDE MEMBERS** Non-UMSL email addresses

<https://apps.umsl.edu/webapps/ITS/gradportal>

<http://umsl.edu/go/OutsideMember>

## 1 D1, Part A

- Appoints the threshold/comprehensive exam committee

## 2 D4

- Appoints the dissertation committee
- Can be submitted after the D1, PtA has been approved by Graduate School
- Any changes to your committee require a new D4 form - contact Grad School

## 3 D1, Part B

- D1, PtB reports threshold/comprehensive exam results

## 4 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.

## 5 D3

- **\*Submit after enrollment in final coursework\***
- Lists **all required coursework** for degree
- Degree plan must not be altered after approval
- Enrolled [ & approved transfer ] courses feed from MyView
- Submit after enrolled in final courses for your degree
  - Can submit when enrolling only in dissertation hours
  - Work with advisor and GPD to ensure that transfer courses or courses from previously awarded degrees comply with GS policy
- Must submit and be approved prior to D6 packet submission

## GRADUATION DEADLINES

<http://umsl.edu/go/DocGradDeadlines>

## 6 D6 + D9

IF THE D6/D9 PACKET ARE NOT IN THE GRADUATE SCHOOL 7 DAYS PRIOR TO YOUR DEFENSE DATE, YOU WILL NEED TO CHOSE A NEW DEFENSE DATE.

1. All previous D1 - D5 forms must be submitted and approved prior to the submission of the D6/D9 packet.
2. Apply to graduate in MyView - Log into MyView - Navigate to - Self Service -> Degree Progress -> Graduation
3. D6 - Date/Time/Location of Oral Defense
4. D9 - OD Announcement
  - a. Submit as soon as date/time/location approved by committee - will need full zoom link/password, if remote
5. **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 their approvals in the portal.**

- ## 7 D7
- Reports results of defense; initiated by student after D6/D9 [defense] date

**COMMENCEMENT INFO**  
[umsl.edu/commencement/](http://umsl.edu/commencement/)

After Graduate School receives the D7, you'll be contacted via UMSL email to upload the final dissertation. Issues with UMSL email, please contact - [helpdesk@umsl.edu](mailto:helpdesk@umsl.edu) or 314.516.6034

Q's about access to forms, troubleshooting, or any other issues, should be directed to [graduate@umsl.edu](mailto:graduate@umsl.edu) - include your student number and send from your UMSL email address.