# Graduate Portal - Doctoral Forms

# PhD Students

Student initiates & submits all forms

through portal

Form approval travels through advisor, GPD & chair, depending on form

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.

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].

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



### D1, Part A

Appoints the comprehensive exam committee

DΔ

- 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



## D1, Part B

• D1, PtB reports comprehensive exam results

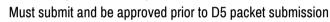


### \*Must enroll in future coursework exactly as approved\*

http://umsl.edu/go/OutsideMember

- Lists <u>all required coursework</u> 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







- 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.

### **GRADUATION DEADLINES**

http://umsl.edu/go/DocGradDeadlines



IF THE D6/D9 PACKET ARE NOT IN THE GRADUATE SCHOOL 7 DAYS <u>PRIOR</u> TO YOUR DEFENSE DATE, YOU WILL NEED TO CHOSE A NEW DEFENSE DATE.  D 7
Reports results of defense; initiated by student after
D6/D9 [defense] date

COMMENCEMENT INFO umsl.edu/commencement/

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

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4. D9 - OD Announcement

D6 +

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.

After Graduate School receives the D7, you'll be contacted via UMSL email to upload the final dissertation. Issues with UMSL email, please contact - <u>helpdesk@umsl.edu</u> or 314.516.6034

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