

Doctoral Student Portal Guide

From Portal Setup to Dissertation Submission

EDITABLE WORKING DRAFT

Built from the supplied doctoral portal screen recordings. Bracketed placeholders should be replaced when final dates, URLs, contacts, and approved process language are available.

How to Use This Guide

The Doctoral Student Portal gives doctoral students one place to complete and track key academic milestones. This guide follows the progression shown in the portal and is designed to be used alongside the short screen-recorded tutorials.

- Use the Launch Pad to see milestones and their current status.
- Open only the section that matches the task you are completing now.
- Verify names, dates, program information, committee information, and coursework selections before submitting.
- A submitted form may still require review or approval. Return to the Launch Pad and monitor the status.

Doctoral Journey at a Glance

1. Program & Chair

2. Committee

3. Comprehensive Exam

4. Candidacy & Coursework

5. Proposal Defense

6. Final Defense

7. ETD Submission

8. Graduation Completion



Beverly McPhail Logout

Welcome to the Thesis/Dissertation Graduate Student Portal, Tom!

This portal serves as your central resource throughout your thesis or dissertation journey. Here, you will complete the required forms and submit the necessary documents as you progress toward graduation.

Please be sure to visit the Graduate School's [website](#) to review the deadlines for your intended graduation term. Meeting these deadlines is essential to ensuring a smooth graduation process.

If you have any questions or concerns, please reach out to gsgraduateanalyst@memphis.edu.

The graduation requests in this system are:

Degree: Doctor of Philosophy
Major: Psychology
Title:

Committee Members
Below is the list of your thesis/dissertation committee members. Select the appropriate individual(s) below to add them to your committee. To remove a committee member, check the **Remove** box next to their name and click **Submit Removal**.

Committee Member	Requested Date	Dissertation/Thesis Director?	Accepted?	Comp Exam	Proposal	Defense	ETD	Remove
Tollefson, Deborah Philosophy	08/13/2026	Yes	Not Responded	Not Received	Not Received	Not Received	Not Received	☐

Add Another Committee Member
Submit Removal

Final Comprehensive Exam Results - Please complete form after exam has occurred

Proposal of Defense Results - Please submit once you have proposed

The Launch Pad brings the doctoral milestones together in one view.

1. Confirm Your Program and Chair Information

Beverly McPhail [Logout](#)

Graduate School Program and Chair Confirmation

Tom Tiger (mlerma@memphis.edu)
[Log Out](#)

Welcome Tom Tiger

Our records indicate you are studying: **Doctor of Philosophy, Psychology - Clinical Psychology**

Is this the Degree/Major/Concentration you are pursuing?

☐ Yes, that works
☐ No, I need to adjust something or add a second concentration

Step 1: Confirm your Degree information below

Degree ▼

Concentration ▼

Second Concentration (optional) ▼

Step 2: Choose your Program Coordinator

Graduate Program Coordinator ▼

Step 3: Choose the options that apply to you.

Submit

Before You Begin

- Your current degree/program information
- Your concentration, if applicable
- The appropriate Graduate Program Coordinator/chair information requested by the form

Step-by-Step

1. Open Program and Chair Confirmation from the portal.
2. Review the degree information displayed.
3. Select or confirm the major/concentration information requested.
4. Select the appropriate program coordinator/chair.
5. Answer additional program questions that apply to you.
6. Review and submit.

What Happens Next?

Return to the Launch Pad and verify that your program information is correct.

Student Check

Return to the Launch Pad, verify the status shown, and note any follow-up action requested by your program or the Graduate School.

2. Identify Your Graduation Committee

THE UNIVERSITY OF MEMPHIS

Graduation Committee

Tom Tiger (mlerma@memphis.edu)
Graduate Graduation Committee

Beverly McPhail Logout

Add a Committee Member

Member 1

External to UoM? (Email address is not '@memphis.edu')

☐ Yes

☒ No

Committee Member Name (start typing and let the auto-populate find internal members)

Dissertation/Thesis Director (Chair?)

☐ Yes

Co-Dissertation/Thesis Director (Co-Chair?)

☐ Yes

[Add another member](#)

Submit

Before You Begin

- Names of faculty who have agreed to serve
- Committee roles, including chair/co-chair when applicable
- Information required for any external/special member

Step-by-Step

1. Open Graduation Committee from the Launch Pad.
2. Choose the option to add a committee member.
3. Search for and select the faculty member.
4. Identify the member's role when prompted.
5. Submit the addition and repeat for each member.
6. Review the committee table and verify membership, roles, and status.

What Happens Next?

Continue to monitor committee review/approval status. Resolve missing or incorrect members before later milestone forms.

Student Check

Return to the Launch Pad, verify the status shown, and note any follow-up action requested by your program or the Graduate School.

3. Record Final Comprehensive Examination Results

Tom Tiger Beverly McPhail Logout
189044762 X

Impersonation Active: You may be able to see data and make changes that the user might not be able to see or do directly. Avoid impersonating multiple records simultaneously in a single browser session.

Final Comprehensive Exam Results Form

Tom Tiger (mlerma@memphis.edu)
Graduate Graduation Committee

Welcome Tom Tiger U00821508
mlerma@memphis.edu

Our records indicate you are pursuing: **Doctor of Philosophy Psychology Clinical Psychology**

Your comprehensive exam form will be sent to your committee members listed below. If you need changes, go back to main portal page and edit there.

Name	College	Department	Email
Tollefsen, Deborah - Chair	College of Arts and Sciences	Philosophy	dtollfns@memphis.edu
Susey Shrum			rmc@gmail.com
Wade, Ryan			rawade@memphis.edu

Date Comprehensive Exam was held

Type of Exam taken

Before You Begin

- Comprehensive examination date
- Final result/outcome
- A correct committee roster

Step-by-Step

1. Open Final Comprehensive Exam Results.
2. Verify the committee displayed.
3. Enter the requested examination date and result.
4. Review the information carefully.
5. Submit and return to the Launch Pad.

What Happens Next?

Confirm that the comprehensive examination milestone reflects the submitted result.

Student Check

Return to the Launch Pad, verify the status shown, and note any follow-up action requested by your program or the Graduate School.

4. Complete Candidacy and Select Degree Coursework

Spring 2024	PSYC 8434	Clin Psychotherapies	3	A	☒ Use Course
Fall 2025	PSYC 8999	Predoctoral Internship	0	CR	☒ Use Course
Spring 2026	PSYC 8999	Predoctoral Internship	0	CR	☒ Use Course
Fall 2022	PSYC 8435	Intro To Psychotherapy	3	A	☒ Use Course
Spring 2023	PSYC 8436	Pract Clinical Trnt	3	S	☒ Use Course
Spring 2022	PSYC 8430	Clin Assessment/Ability	3	A	☒ Use Course
Fall 2021	NSO 6000	GR New Student Orientation	0		☒ Use Course
Fall 2021	PSYC 7412	Psychopathology	3	A	☒ Use Course
Spring 2025	PSYC 8707	Professional Issues	1	S	☒ Use Course
Fall 2023	PSYC 8217	Social Psychology	3	A	☒ Use Course
Spring 2024	PSYC 8434	Clin Psychotherapies	3	A	☒ Use Course
Fall 2024	PSYC 8707	Professional Issues	1	S	☒ Use Course
Spring 2023	PSYC 8606	Res Prac: Clinical Psyc	3	S	☒ Use Course
Fall 2024	PSYC 8436	Pract Clinical Trnt	3	S	☒ Use Course
Fall 2024	PSYC 9000	Dissertation	2	IP	☒ Use Course
Fall 2022	PSYC 8000	History/System Psyc	1	A	☒ Use Course
Spring 2026	PSYC 9000	Dissertation	1	IP	☒ Use Course
Spring 2025	PSYC 9000	Dissertation	2	IP	☒ Use Course
Fall 2021	PSYC 7428	Foundatns Clinical Psyc	3	A	☒ Use Course
Fall 2022	PSYC 8436	Pract Clinical Trnt	3	S	☒ Use Course
Spring 2025	PSYC 8436	Pract Clinical Trnt	3	S	☒ Use Course
Spring 2023	PSYC 8606	Res Prac: Clinical Psyc	3	S	☒ Use Course
Spring 2022	PSYC 8301	Research Design & Meth	3	A	☒ Use Course
Fall 2021	PSYC 7407	Cognition & Emotion	3	A	☒ Use Course
Spring 2024	PSYC 8436	Pract Clinical Trnt	3	S	☒ Use Course

Sum of Credits selected: 71

[Graduate Candidacy Form - Please fill out once you have applied to Graduate](#)

<https://mem.test.technologies.net/apply/form?id=230cbced-ccc4-479a-ad77-e6221cf7396a&person=F770751A-C442-4812-8939-F06A9645E5F5>

Before You Begin

- A current view of completed/in-progress coursework
- Knowledge of which courses satisfy degree requirements
- Information about transfer work, substitutions, or approved exceptions

Step-by-Step

1. Review the coursework displayed in the candidacy/coursework area.
2. Select the courses that will be used to satisfy degree requirements.
3. Open the Graduate School Candidacy Form.
4. Confirm degree/program information.
5. Answer the candidacy questions, including transfer work, substitutions, or other applicable items.
6. Enter requested term/date information and explanations.
7. Review coursework selections and candidacy responses before submitting.

What Happens Next?

Consult your advisor/program coordinator if you are uncertain which coursework should be selected. Do not guess when transfer work, substitutions, or exceptions may be involved.

Student Check

Return to the Launch Pad, verify the status shown, and note any follow-up action requested by your program or the Graduate School.

5. Record Proposal Defense Information

GR GR Proposal Defense Information

Tom Tiger (mierma@memphis.edu)
Graduate Graduation Committee

Welcome Tom Tiger

U00821508
mierma@memphis.edu

One records indicate you are pursuing: Doctor of Philosophy Psychology Clinical Psychology

January
February
March
April
May
June
July
August
September
October
November
December

Comprehensive exam form will be sent to your committee members listed below. If you need changes, go back to main portal page and edit there.

	College	Department	Email
Leborah ~ Chair	College of Arts and Sciences	Philosophy	dtollfns@memphis.edu
im			rnc@gmail.com
n			rawade@memphis.edu

Defense was held

What term do you expect to graduate?

Submit Cancel

Admissions Academics Athletics

Before You Begin

- Proposal defense date
- Defense result/outcome
- A correct committee roster

Step-by-Step

1. Open Proposal Defense from the Launch Pad.
2. Verify the committee displayed.
3. Enter the defense date and requested result.
4. Review for accuracy.
5. Submit and return to the Launch Pad.

What Happens Next?

Verify that the proposal defense milestone reflects the correct result before moving to later dissertation milestones.

Student Check

Return to the Launch Pad, verify the status shown, and note any follow-up action requested by your program or the Graduate School.

6. Record Final Defense Information



[Beverly McPhail Logout](#)

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[Add Another Committee Member](#) [Submit Removal](#)

Final Comprehensive Exam Results - Please complete form after exam has occurred

Proposal of Defense Results - Please submit once you have proposed

Before You Begin

- Final defense date
- Final defense result/outcome
- A correct committee roster

Step-by-Step

1. Open Final Defense when the portal makes the step available.
2. Verify the committee and enter the requested final defense information.
3. Review the date and result carefully.
4. Submit and monitor the Launch Pad status.

What Happens Next?

The supplied recordings establish Final Defense as part of the portal lifecycle. This section is intentionally editable so the exact field-by-field screenshots/instructions can be updated if the production Final Defense form differs from the related defense workflow.

Student Check

Return to the Launch Pad, verify the status shown, and note any follow-up action requested by your program or the Graduate School.

7. Submit the Electronic Thesis/Dissertation (ETD) Form

Graduate Graduation Committee

U00021508 mlarma@memphis.edu

Welcome Tom Tiger

This form serves as the official approval of an electronic thesis or dissertation by the student's faculty committee and must be submitted to the Graduate School with the defended and corrected copy for review. Select the Attachments button below to upload the document.

Our records indicate you are studying: **Doctor of Philosophy - Psychology** Go Tigers

With your Thesis/Dissertation Title: Go Tigers

Your ETD will be sent to your committee members listed below. If you need changes, go back to main portal page and edit there.

Name	College	Department	Email
Tollefson, Deborah ~ Chair	College of Arts and Sciences	Philosophy	dtollfson@memphis.edu
Susey Shrum			rmc@gmail.com
Wade, Ryan			rawade@memphis.edu

Date of Defense
August 17 2027

Final Thesis/Dissertation Title
Go Tigers

Please upload the defended and corrected copy
Choose File No file chosen

[Formatting Checklist For All ETD Submissions](#)

I have read the required formatting information found by clicking on the button above.
☐ Yes

[Submit](#) [Cancel](#)

Before You Begin

- Applicable final defense requirements completed
- Dissertation title and requested manuscript information
- Awareness of Graduate School manuscript formatting/submission requirements

Step-by-Step

1. Open Electronic Thesis/Dissertation (ETD) Submission.
2. Verify the committee displayed.
3. Enter the requested dissertation/ETD information.
4. Use the linked Graduate School dissertation resources for formatting/submission guidance.
5. Complete required acknowledgments or attestations.
6. Submit and return to the Launch Pad.

What Happens Next?

The portal ETD form is one part of the dissertation completion process and does not replace other manuscript review, repository, graduation application, or Registrar requirements that may apply.

Student Check

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Understanding the Launch Pad

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[Add Another Committee Member](#) [Submit Removal](#)

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- Program information appears near the top.
- Committee information is displayed in a table with roles/status.
- Milestone sections provide access to forms as students progress.
- Submitted, completed, reviewed, and approved may represent different stages.
- Return to the Launch Pad throughout the doctoral program.

Common Questions

I do not see the form I need.

Confirm that prior milestones are complete and the portal record is current. If the form should be available, contact [PORTAL SUPPORT CONTACT].

My program information is wrong.

Do not knowingly confirm incorrect information. Contact [PROGRAM/GRADUATE SCHOOL CONTACT].

A committee member is missing or incorrect.

Correct the committee record before submitting later milestone forms that rely on it.

I am unsure which courses to select for candidacy.

Consult your advisor/program coordinator before submitting.

I submitted a form. Am I finished?

Not necessarily. Return to the Launch Pad and monitor the status for review/approval or additional action.

Where do I find deadlines?

See [DOCTORAL DEADLINES URL] and semester communications from the Graduate School.

Final Completion Checklist

- ☐ Program/chair information confirmed
- ☐ Graduation committee recorded/approved as required
- ☐ Comprehensive examination results recorded
- ☐ Candidacy completed and degree coursework selected
- ☐ Proposal defense recorded
- ☐ Final defense recorded
- ☐ ETD submission completed
- ☐ Separate graduation, manuscript, Registrar, and program requirements completed