College of Graduate Studies Graduation Analyst Lyndsey Bennett poses with the stack of paperwork she processed in January. Her pile of paperwork has decreased since the Admissions Materials Dynamic Form went live in February 2019.

Grad Studies goes digital with Dynamic Forms
As we reevaluate processes and refine our systems here in the College of Graduate Studies, one of our goals is to go completely digital. There are many reasons for this goal, including:

- Applicants spend less time delivering paperwork
- Online students do not have to arrange to come to campus
- A digital trail ensures nothing gets lost or forgotten
- E-signatures, using our FSA accounts, are more secure

We want to update you on where we are with our forms.

The following College of Graduate Studies forms are now available as Dynamic Forms:

- Advising Form (replaces Degree Plans - contact Melissa.Houghton@mtsu.edu to opt-in to this exciting pilot program)
- Letters of Recommendation
- Graduate Assistantship Application
- Summary Application for Graduate Assistantships (used by programs)
- Request for In-State Classification
- Thesis/Dissertation Publishing Agreement
- Petition for Adjusted Enrollment Status Based on Thesis/Dissertation Workload
- Intents to Graduate
- Scholarship Applications

The following forms are currently webforms and will soon be replaced by Dynamic Forms, as those are more secure:
Dissertation Defense Announcement Request
Graduate Test Results
Request for Time Limit Extension for Graduation

The following forms are currently under development or are on the list to be created:

- Advisory Committee Form (in testing phase)
- Change of Committee Member
- Undergraduate to Graduate Courses
- Request to Repeat Courses
- Request for Course Overload
- Graduate Assistant Evaluations
- Request to take Ed.S. Coursework at the Master Level
- Transfer Equivalency

The following paper forms are no longer needed due to new processes and are being retired. You do not need to submit these to us anymore:

- Result of Ph.D. Examination and Advancement to Candidacy Form (replaced by Graduate Test Results and Advisory Committee forms)
- Supplementary Graduation Forms
- Request for Exception to Common Requirements for Ed.S. Degree Programs

We need people to help test forms that are in development and provide feedback on their user experiences. To volunteer to test, or if you have any questions or comments about Dynamic Forms, please email Britt.Young@mtsu.edu.