DYNAMIC FORMS
CGS SUMMER WEBINAR SERIES

- Askgrad@mtsu.edu / CGS Footprints (faculty and staff)
  - May 28 at 2:30 pm
  - May 29 at 10:00 am

- CGS Dynamic Forms (faculty and staff)
  - June 4 at 2:30 pm
  - June 5 at 10:00 am

- MTSU DegreeWorks (faculty and staff)
  - June 11 at 2:30 pm
  - June 12 at 10:00 am

- Developing Academic Talent: Strategies for Recruiting Graduate Students (faculty)
  - June 18 at 2:30 pm
WHY DYNAMIC FORMS?

• Addresses previous concerns
• Efficiency
  • More accessible to analysts
  • Eliminates duplication of effort
  • Eliminates “lost” submissions
  • Eliminates search efforts
• Data Collection
  • Processing times
  • # of submissions
  • “Spikes” during academic year
  • Application packet completion times
• More accessible to students and MTSU faculty/staff
Number of Documents Submitted by Month (Mid February 2019-May 2019)

- Feb-19: 727
- Mar-19: 1273
- Apr-19: 1195
- May-19: 1146
REQUEST TO REPEAT FORM
Request to Repeat Courses

Please Read Carefully

A graduate student may repeat graduate courses in which a grade of B- or lower was earned. However, there are certain restrictions and limitations: A maximum of two (2) courses, not to exceed eight (8) credits combined, may be repeated. The grade in the second attempt replaces the original assigned grade in the first attempt regardless of the earned grade. For all additional courses or subsequent repeated courses, there will be no grade replacement, i.e., all earned grades will be used in the grade point average calculation and are recorded on the transcript.

Graduate students may not repeat a course in which they have previously earned a grade of A-, A, B+, or B without written approval from the graduate program director and the dean of the College of Graduate Studies or proxy. If granted, there will be no grade replacement in the GPA calculation, i.e., all attempts will be used in the grade point average calculation and recorded on the transcript.

Student Information
First Name: Allison
Last Name: Pharris
Email: Allison.Pharris@mtsu.edu

Program Director Information
First Name: Elora
Last Name: Davis
Email: Elora.Davis@mtsu.edu

Courses to Repeat (CRN, Course ID and Course Title MUST be included):
Please verify the CRN through PearsonVUE. This form will be rejected if the CRN is invalid.

<table>
<thead>
<tr>
<th>CRN (5-digit number)</th>
<th>Course ID</th>
<th>Course Title</th>
<th>Fall 2017 or 2007310 Original Term of Enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td>51185</td>
<td>INFS 7590</td>
<td>Database Design and Development</td>
<td>Course Title</td>
</tr>
<tr>
<td>100000</td>
<td>CDS 161</td>
<td>CDS Dynamic Forms</td>
<td>Summer 2010</td>
</tr>
</tbody>
</table>

* Allison Pharris
Signature: 
Date: 6/9/2019, 2:50 PM

Please click "Next" to move on to the Program Director and Graduation Analyst signature page.
Repeat Form Cont.

Program Director
First Name: ___________________ Last Name: ___________________
M Number: ___________________ Email: ___________________

By signing this form, I affirm that:
- I approve this student’s request to repeat the above course(s).
- I have added any necessary permits for the student.
- I have verified that the CRN is correct (please reject the form if it is incorrect so the student may fix it).
- I have verified that the course is not currently full.

Notes:

Signature ___________________ Date ___________________

Graduation Analyst
First Name: ___________________ Last Name: ___________________
M Number: ___________________ Email: ___________________
☐ Approved to replace grade
☐ Approved to repeat course but grade will NOT be replaced

Notes:

Signature ___________________ Date ___________________

Previous | Submit Form
Thank you! Your form has been submitted.

*This receipt is provided for every successful submission.*
Request to Repeat Courses

Please Read Carefully

A graduate student may repeat graduate courses in which a grade of B- or lower were earned. However, there are certain restrictions and limitations. A maximum of two (2) courses, not to exceed eight (8) credits combined, may be repeated. The grade in the second attempt replaces the original assigned grade in the first attempt, regardless of the earned grade. For all additional courses or subsequent repeated courses, there will be no grade replacement; i.e. all earned grades will be used in the grade point average calculation and are recorded on the transcript.

Graduate students may not repeat a course in which they have previously earned the grade of A, A-, or B- without written approval from the graduate program director or the dean of the College of Graduate Studies or peers. If granted, there will be no grade replacement in the GPA calculation; i.e. all attempts will be used in the grade point average calculation and recorded on the transcript.

Student Information
First Name: [Blank]
Last Name: [Blank]
M Number: [Blank]
Citizenship: [Blank]
International: [Blank]

Program Director Information
First Name: [Blank]
Last Name: [Blank]
Email: [Blank]

Courses to Repeat (CRN, Course ID and Course Title MUST be included): Please verify the CRN through MyPortalMT. This form will be rejected if the CRN is invalid.

- CRN: [Blank]
- Course ID: INF3750
- Course Title: Database Design and Development
- Term: Fall 2017 or 201780

Program Director
Signature: [Signature]
Date: [Date]

Please click “Next” to move on to the Program Director and Graduation Analyst signatures page.
From: askgrad@mtsu.edu <askgrad@mtsu.edu>
Sent: Monday, June 3, 2019 3:01 PM
To: Allison B. Pharris <Allison.Pharris@mtsu.edu>
Subject: Submitted: GR Request to Repeat Courses for Graduate Students

Thank you for submitting your form: GR Request to Repeat Courses for Graduate Students.

It is now being routed to your graduate program director, Elora Davis. If you input their information incorrectly, you will need to fill the form out again.

After your program director signs the form, it will go on to the College of Graduate Studies. After that, it goes to the registrar's office. This is a lengthy process and it may be some time before you receive a response.

Questions about your form can be sent to askgrad@mtsu.edu.

Regards,
The College of Graduate Studies
Middle Tennessee State University
Allison Pharris has requested that you review their Request to Repeat Courses form. Please carefully review the information entered by the student.

You may reject this form if it is incomplete, incorrect, or if you do not approve of the request. There will be a "Reject" button at the bottom of the form.

If you approve this form, it will be sent to the College of Graduate Studies for further verification before being forwarded to the registrar's office for final approval.

If you have any questions about this form, please contact askgrad@mtsu.edu.

Regards,
The College of Graduate Studies
Middle Tennessee State University

Click here to complete your section of the form.
FACULTY/STAFF USE FOR DYNAMIC FORMS: CORRECT LOG IN
A graduate student may repeat graduate courses in which a grade of B- or lower was earned. However, there are certain restrictions and limitations. A maximum of two (2) courses, not to exceed eight (8) credits combined, may be repeated. The grade in the second attempt replaces the original assigned grade in the first attempt regardless of the earned grade. For all additional courses or subsequent repeated courses, there will be no grade replacement; i.e., all earned grades will be used in the grade point average calculation and are recorded on the transcript.

Graduate students may not repeat a course in which they have previously earned the grade of A, A-, B+, or B without written approval from the graduate program director and the dean of the College of Graduate Studies or proxy. If granted, there will be no grade replacement in the GPA calculation; i.e., all attempts will be used in the grade point average calculation and recorded on the transcript.

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**Student Information**

<table>
<thead>
<tr>
<th>First Name</th>
<th>Allison</th>
</tr>
</thead>
<tbody>
<tr>
<td>M Number</td>
<td>M00354672</td>
</tr>
<tr>
<td>Citizenship</td>
<td>Domestic</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Last Name</th>
<th>Pharris</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email</td>
<td><a href="mailto:Allison.Pharris@mtsu.edu">Allison.Pharris@mtsu.edu</a></td>
</tr>
<tr>
<td>Term you will be retaking the course in:</td>
<td>Please Select</td>
</tr>
</tbody>
</table>

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**Program Director Information**

<table>
<thead>
<tr>
<th>First Name</th>
<th>Elora</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email</td>
<td><a href="mailto:Elora.Davis@mtsu.edu">Elora.Davis@mtsu.edu</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Last Name</th>
<th>Davis</th>
</tr>
</thead>
</table>

---

**Courses to Repeat (CRN, Course ID and Course Title MUST be included):**

Please verify the CRN through PipelineMT. This form will be rejected if the CRN is invalid.

<table>
<thead>
<tr>
<th>CRN (5-digit number)</th>
<th>Course ID</th>
<th>Course Title</th>
<th>Fall 2017 or 200780</th>
</tr>
</thead>
<tbody>
<tr>
<td>51185</td>
<td>INFS 5790</td>
<td>Database Design and Development</td>
<td></td>
</tr>
<tr>
<td>50000</td>
<td>CS101</td>
<td>CGS Dynamic Forms</td>
<td>Term: Spring 2019</td>
</tr>
</tbody>
</table>

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**Signature:**

Allison Pharris

Date: 6/4/2019, 12:19 PM

Please click "Next" to move on to the Program Director and Graduation Analyst signature page.
Rejecting a Form

Please click "Next" to move on to the Program Director and Graduation Analyst signature page.

Submit the form

This form will be rejected. Please enter the content of the email that will be sent to the previous form participant(s) to prompt them to review and/or re-submit the form.

To:
Allison Pharris (Allison.Pharis@mtsu.edu)
From: Dora Zavala (Dora.Zavala@mtsu.edu)
Subject: 
Body:

This form has been rejected and sent back to the previous participant.

View Form PDF
From: Elora.Davis@mtsu.edu <Elora.Davis@mtsu.edu>
Sent: Monday, June 3, 2019 3:16 PM
To: Allison B. Pharris <Allison.Pharris@mtsu.edu>
Subject: Course does not exist.

The course number you have entered does not exist. Please choose an existing course.

Click here to complete your section of the form.

*This link takes the student back into the original form to revise. The student does NOT have to create a new form.
ACCESSING SUBMISSION LINKS/FORMS
(MTSU.EDU/GRADUATE/FORMS)

Forms for New Applicants

- **General Forms for All Applicants**
  - Application to Graduate Studies
  - Admissions Materials Upload: for unofficial transcripts, unofficial test scores, letters of recommendation, program-specific supplemental applications, residence verifications, resumes/CVs, statements of purpose, teaching licenses, writing samples, and financial support forms and passports (for international students)
    - For previous or current MTSU students who have an existing PipelineMT account
    - For prospective students who do not have a PipelineMT account

- **Certificate of Immunization Form** (please return this to Health Services, not to the College of Graduate Studies)

- **Educational Leadership Letter of Reference Form**

- **Letters of Recommendation Upload**: please ask your references to use the following forms to upload your letters of recommendation:
  - Send this link to references who are MTSU employees
  - Or, copy and paste this URL: https://itdwebapps.mtsu.edu/DFPassThrough/DFCasAuth?TargetResource=https://dynamicforms.ngwebsolutions.com/Submit/Form/Start/fb478fc5-89c5-42fc-899a-d46e965ddcb9
  - Send this link to references who are not employed by MTSU
  - Or, copy and paste this URL: https://dynamicforms.ngwebsolutions.com/Submit/Form/Start/fb478fc5-89c5-42fc-899a-d46e965ddcb9
ACCESSING SUBMISSION LINKS/FORMS (MTSU.EDU/GRADUATE/FORMS)

Forms for New Applicants Cont.

- Graduate Assistantship Application:
  - For previous or current MTSU students who have an existing PipelineMT account
  - For prospective students who do not have a PipelineMT account

- U.S. Citizens and Permanent Resident Applicant Forms
  - Request for In-State Classification Form

- International Applicant Forms
  - Change of Program or Change of Entry Term
  - Financial Statement Form
  - Request for In-state Classification Form: International Students
  - Tuberculosis Risk Assessment Form
ACCESSING SUBMISSION LINKS/FORMS (MTSU.EDU/GRADUATE/FORMS)

Forms for Current Graduate Students

- Please upload an electronic copy of any forms you need to submit to the College of Graduate Studies to this link:
  - Student Forms Upload

- Degree Plans & Advising Forms
  - Advising Form (use this form instead of a Degree Plan ONLY IF your advisor tells you to)
  - Degree Plan Forms (submit via Student Forms Upload button above)
  - Degree Plan Revision Form (submit via Student Forms Upload button above)

- Theses & Dissertation Forms
  - Advisory Committee Form (use this form if you do NOT have an external member on your committee)
  - Advisory Committee Form - External Member (use this form if you have someone who does not work at MTSU serving on your committee)
  - Change in Thesis Advisory Committee Form (submit via Student Forms Upload button above)
  - Change in Dissertation Advisory Committee Form (submit via Student Forms Upload button above)
  - Institutional Review Board Forms
  - Publishing Agreement (this should be submitted after you successfully defend)
  - Petition for Adjusted Enrollment Status Based on Thesis/Dissertation Workload
ACCESSING SUBMISSION LINKS/FORMS
(MTSU.EDU/GRADUATE/FORMS)

Current Student Forms Cont.

- Intent to Graduate Forms
  - Intent to Graduate Form for Master Candidates
  - Intent to Graduate Form for Specialist in Education Candidates
  - Doctoral Intent to Graduate and Hooding Form
  - Notice to Complete Graduate Certificate Form

- Graduate Assistantships
  - For previous or current MTSU students who have an existing PipelineMT account
  - For prospective students who do not have a PipelineMT account

- Miscellaneous Student Forms
  - Appeals to the Graduate Council
  - Request to Change Name Form (Submit to Records@mtsu.edu)
  - Request for Copy of Records (submit via Student Forms Upload button above)
  - Request for In-State Classification Form (US Citizens/Permanent Residents use only)
  - Request for Overload Form (submit via Student Forms Upload button above)
  - Request to Repeat Course Form
  - Student Travel Application (submit via Student Forms Upload button above)
  - Time Limit Extension for Graduation Request
  - Transcript Request Form
  - Transfer Equivalency Form
  - Undergraduate Student Request to Take Graduate Coursework (submit via Student Forms Upload button above)
ACCESSING SUBMISSION LINKS/FORMS (MTSU.EDU/GRADUATE/FORMS)

Forms for Faculty & Staff

- Upload Student Forms on their behalf
- Upload Admissions Materials for prospective students

- Distinguished Research Awards
  - Distinguished Research Award
  - Distinguished Research Award Form

- Faculty Research and Creative Activities
  - Distinguished Creative Activity Awards
  - Creative Activity Nomination Form
  - Institutional Review Board Forms

- Membership Forms
  - Graduate Faculty Membership Form
  - Graduate Faculty Membership Guidelines and Criteria
Forms for Faculty & Staff Cont.

- **Forms Concerning Students**
  - Dissertation Defense Announcement Request
  - Graduate Assistant Forms:
    - Graduate Assistant Evaluation - Administrative GAs
    - Graduate Assistant Evaluation - Research GAs
    - Graduate Assistant Evaluation - Teaching GAs
    - Summary of Graduate Assistants Form
    - Summary of Graduate Assistants Form - Grant-Funded
  - Graduate Test Results
  - Request a Time Limit Extension for Graduation - this form now starts with the student and is in their section of this page
  - Suspension Appeal Decision Form

- **Upload Student Forms on their behalf**
  - Admissions Materials
  - Forms for Current Students (Degree Plans, Revisions, etc)

- **Faculty Information and Instruction**
  - Argos Reporting Tool Instructions for Faculty
  - Program Director’s Guide (currently under revision; email.askgrad@mtsu.edu with questions)
FACULTY/STAFF USE FOR DYNAMIC FORMS: CORRECT LOG IN
FACULTY/STAFF USE FOR DYNAMIC FORMS: INCORRECT LOG IN
If you experience an issue with a link in an email notification, you may log in to Dynamic Forms by going to: PipelineMT > Home Tab > Employee Resources > Dynamic Forms link.
This should take you the "back way" to Dynamic Forms, which shows your “Pending/Draft Forms” and “Forms History”. The forms you need to fill out should be in “Pending/Draft” forms and you can click the "Complete" button on the right hand side to fill it out.
Faculty, Staff, and Students are able to view a history of every form they have filled out.

If you wish to have a physical copy of the form, click the “PDF” symbol and you may print a copy.
WRAP UP

- Dynamic Forms has allowed us to consolidate submission pathways drastically in hopes of resolving issues/concerns of lost documents and longer processing times.
  - We appreciate your feedback and please do not hesitate to ask for clarifications or more information!
  - If you have any lingering concerns regarding our processes and your program, you may contact Melissa Houghton (Program Liaison) at Melissa.Houghton@mtsu.edu.
    - REMEMBER: Situations or issues involving a student should be sent to AskGrad.
  - If you notice any issues with a link or form, please notify us via AskGrad with the subject being DYNAMIC FORMS ISSUE.

THANK YOU!
How do I login?
- You may login by clicking on the link provided in an email notification or by logging into your Pipeline and clicking on the Dynamic Forms link in the “Employee Resources” box.

Am I supposed to receive a notification after I submit a form successfully?
- Yes! You will receive two receipts if your submission was successful, one directly after the submission and one through email.

I found a broken submission link. Who do I contact?
- Please notify CGS of any issues with links or forms by emailing Askgrad@mtsu.edu with the subject line of “DYNAMIC FORMS ISSUE”.

I received a form submitted by a student with incorrect information. What should I do?
- You have the option to “Reject” the form. Once you select the “Reject” option, you are prompted to type a description of why the form is being rejected. The student is notified via email and is given the option to revise the form and submit it once again.