Updates to Graduate School Forms and Matriculation Processes  
Effective: Fall 2020

In response to COVID-19 and in an effort to streamline the submission of forms to the Graduate School, a paperless, automated workflow system using Smartsheet (please do not unsubscribe) has been put into place for Doctoral and Master’s Thesis forms. Links to the forms are available through the Doctoral Completion Checklist, Master’s Thesis Checklist, or Graduate School Calendar.

Overview
The following changes have been made:

• Removed Applications for General Oral and Final Exams (Doctoral)
• Added Workflows for the following forms:
  o Request for Report on General Oral Examination (Doctoral)
  o Request for Report on Master’s Thesis Final Exam (Master’s Thesis)
  o Dissertation First Submission Approval Form (Doctoral)
  o Dissertation Evaluation Form (Doctoral)
  o Request for Report on Final Oral Examination (Master’s Thesis)

More Details

Previously, for each of the forms listed below, the student would either a.) print out the form and hand deliver it to each committee member for signature or b.) save the form as a PDF and email it to each committee member for digital signature. The student would then email or hand deliver the completed form to the Graduate School. In the name of advancement, we are making changes to these processes.

1. Application for General Oral Exam (Doctoral)

This form was an approval form submitted to the Graduate School so that Graduate School staff could verify the Committee Members that were entered by the student. Once the committee members were verified, the student and committee would be sent the Report on General Oral Exam.

With the new workflow system, this form will no longer be used. The new system connects directly to Banner where it will pull the pre-approved committee members for the student. As a result, only one form is needed for the General Oral Examination (see #2) which is the Report on General Oral Examination.

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2. Report on General Oral Examination (Doctoral)

Previously, the Graduate School would email the student the Report on General Oral Examination form, and they would then be responsible for obtaining each committee member’s signature and returning the form to the Graduate School.

For the new process, we have created a web form. This web form is hosted on the Graduate School form site - https://web.auburn.edu/alpha/forms/form-c.aspx. After submission, the data gets sent to Smartsheet which automatically pulls the student’s committee members from Banner. The student would only need to provide a date, time, and location for their General Oral Exam.

Upon form submission, each committee member will receive an announcement of the exam (see Figure A), and when the exam date arrives, the committee will be notified via email to provide the results of the exam (see Figure B).
3. Report of Master’s Thesis Final Exam

Previously, the student would fill out an online form, providing committee information, date of exam, and thesis title. This online form would generate a PDF, which the student would then either email or print and hand deliver to each committee member for signature, then return the form to the Graduate School.

The new process for the Report of Master’s Thesis Final Examination is similar to the Report on General Oral Examination (see #2 above). The student accesses a web form where their committee information is pulled from Banner, then they provide a date, time, and location for the final exam, as well as embargo options for their thesis. Upon form submission, each committee member will receive announcement of the exam, and when the exam date arrives, the committee will be notified via email to provide the results of the exam.

4. Dissertation First Submission Approval Form (Doctoral)

The Dissertation First Submission Approval form is an approval form sent to each committee member for confirmation that they have read the dissertation and that they certify that it is ready for final defense.

As with the other forms, the student would have been responsible for collecting signatures from each committee member and delivering the signed form to the Graduate School.

This process is now automated, so that upon form submission, each committee member is notified via email to record their recommendation (see Figure C), and if all approve, the Dissertation Evaluation Form (see #5) is automatically emailed to the University Reader.

Figure C
5. **Dissertation Evaluation Form (Doctoral)**

The Dissertation Evaluation Form is provided to the University Reader so that they may provide a recommendation on the dissertation.

Previously this PDF form was manually emailed to the University Reader by the Graduate School upon receipt of the approved Dissertation First Submission Approval Form.

The new automated system will, upon committee approval of the Dissertation First Submission Form, send an email to the University Reader requesting completion of the Dissertation Evaluation Form (see Figure D).

6. **Application for Final Oral Examination (Doctoral)**

Previously, upon receipt of the approved Dissertation Evaluation Form, the Graduate School would send the student a link to the Application for Final Oral Examination. The student would use the form to provide the names of their committee and University Reader, as well as the date, time, and location of the Final Exam. Once the Graduate School verified the committee members, the student would then fill out the Report on General Oral Exam.

With the new workflow system, **this form will no longer be used**. The new system connects directly to Banner where it will pull the pre-approved committee members for the student. As a result, the process will now go directly from the Dissertation Evaluation Form to the Report on the Final Oral Examination (see #7).
7. **Report on Final Oral Examination (Doctoral)**

The Report on Final Oral Examination form is used to record the results of the Final Oral Examination. Previously, the student would collect signatures from each committee member and deliver the signed form to the Graduate School.

The new automated process will, upon approval of the Dissertation Evaluation Form, send a request to the student to provide a date, time, and location for the final exam, as well as embargo options for their dissertation (see Figure E).

Once the student submits this information, each committee member will receive the announcement of the exam, and when the exam date arrives, the committee will be notified via email to provide the results of the Final Oral Examination.

Figure E

8. **Electronic Thesis/Dissertation Final Approval Form** – The Electronic Thesis/Dissertation Final Approval Form is used by the student to provide information regarding thesis/dissertation title, embargo options, and embargo period. Previously, the student would deliver this form to each committee member for approval and then submit it to the Graduate School. With the automated workflow, this will no longer be a separate form. It is now combined with the Report of Master’s Thesis Final Exam for Master’s students, and the Report on Final Oral Examination for Doctoral students. The student will provide embargo information when they provide the date, time, and location of their final exam, and the committee will approve these options along with the Final Exam.

For more information, including samples of communication sent from Smartsheet as well as diagrams of all of the automated workflows, please visit [http://graduate.auburn.edu/faculty-staff/automated-form-workflows/](http://graduate.auburn.edu/faculty-staff/automated-form-workflows/)