

**Evaluate the Graduate Studies forms and understand what components are required; revise, combine and eliminate when possible and automate forms using BizFlow.**

**CURRENT CHALLENGE:**

Graduate Studies forms (<http://www.fresnostate.edu/academics/gradstudies/forms/>) are confusing and often students don't understand the purpose of completing them, many of which are duplicative.

**PROPOSED SOLUTION:**

Evaluate the Graduate Studies forms and understand what components are required by Ed Code, Executive Orders, Technical Letters, etc. and revise, combine, and eliminate when possible. Automate the forms using BizFlow to leverage existing data in PeopleSoft, automated workflow routing, and other synergies we've experienced with previous campus automation projects.

**BENEFITS TO FRESNO STATE:**

- \* Reduced administrative burden
- \* Reduce error
- \* Free up staff time for other tasks
- \* Reduce time students take away from learning to complete administrative items
- \* Accommodate graduate students who often are on a non-traditional schedule and can't visit the office to get signatures and turn in paper forms.

**ADDITIONAL INFORMATION:**