Reviewing an Application for Engineering Accelerated Bachelor/ Master of Science or Integrated Bachelor/Master of Engineering

User Guide

A user guide for Directors of Graduate Studies in the School of Engineering for approving or denying an application for Accelerated Bachelor/Master of Science or Integrated Bachelor/Master of Engineering

V

VANDERBILT
Office of the
University Registrar

User Guide – Reviewing an Application for Accelerated Bachelor/Master of Science or Integrated Bachelor/Master of Engineering

The Kuali workflow application has been implemented for undergraduate students to apply to the Accelerated Bachelor/Master of Science or the Integrated Bachelor/Master of Engineering program. Directors of Graduate Studies in the School of Engineering will utilize the Kuali workflow application to review these applications.

Contents

User Guide – Reviewing an Application for Accelerated Bachelor/Master of Science or Integrated Bachelor/Master of Engineering

Reviewing the Application

1. Once a student's adviser has approved their application, you will receive an email. Click Begin Review to access the form.

2. Information about the student appears in the Student Information section.

3. The Undergraduate Program Information section reflects the student's current undergraduate major(s).

4. The Graduate Program Information section reflects the student's anticipated start and end term for the graduate program, as well as the graduate program to which the student is applying.

Graduate Program Information

I am applying for the following program: *
Accelerated Degree Program: Master of Science

Intended start term: *
(Fifth regular semester)
Spring 2025

Expected Masters degree graduation term: *
Summer 2026

I am applying for the following graduate program (MS): *
Biomedical Engineering - MS

5. The student attests to meeting program requirements. Those responses are in the Student Attestations section.

Student Attestations

Regarding the 86 credit hours required to enter the accelerated bachelor / masters program, I confirm that (select one): *
I am registered for or have completed the credit hours necessary to earn at least 86 credit hours applicable to my bachelor's degree requirements

Regarding the 3.500 grade point average required to enter the accelerated bachelor / master program, I confirm that (select one): *
My cumulative GPA is at or above 3.500, and I have never had a semester with a term GPA below 3.500

I understand that:

- If accepted into the program I am expected to keep my undergraduate expected graduation term as currently/originally set;
- I must fulfill all requirements for both degrees;
- I must enroll in a minimum total of 12 and a maximum total of 18 credit hours per semester between my undergraduate and graduate careers to remain in good academic standing;
- I understand that registration for courses that overlap in time will not be permitted;
- I may request permission to underload in my final semester if I do not need 12 or more credit hours to finish both degrees;
- In my undergraduate career, I will be enrolled in placeholder credits to maintain my status as an undergraduate student;
- When registering for courses, I will need to designate which courses apply to my undergraduate career and which courses apply to my graduate career that courses can only count toward one career (degree) or the other;
- I understand that participation in this program does not in any way extend my eligibility for financial aid and scholarships;
- I understand that regardless of which career a graduate course applies to, I am held to the expectations of graduate students in graduate courses;
- I will continue to complete the requirements for my bachelor's degree and will not delay completing those. I understand that a graduate degree cannot be awarded unless the undergraduate degree is also awarded;
- I will have a separate grade point average for each career; and
- While a graduate course can be counted toward the undergraduate career, once designated as applying to the undergraduate career, it cannot be moved up to the graduate career.

I understand.

6. The student's adviser attests that they recommend the student for the accelerated or integrated program. This is reflected in the Undergraduate Adviser section.

Undergraduate Adviser

- I confirm that my advisee has already completed at least 86 credit hours before the start of the junior year and has a grade point average of 3.500 or better.

- I confirm that my advisee is ahead in the curriculum such that they should have capacity to undertake graduate coursework without compromising their ability to complete the bachelor's degree.

- I have discussed with my advisee the remaining requirements for their bachelor's degree.

- I recommend my advisees for the accelerated bachelor's / master's degree program.

Approving an Application

1. Confirm that the student meets the qualifications for the program to which they are applying.

Director of Graduate Studies

I confirm that:
- I have discussed with this student the requirements of the master's degree, timeline, and where to find the requirements;
- that they understand the rigor of graduate study;
- that they know the difference between the thesis and non-thesis option;
- that they are qualified for this program.

2. Click the "I attest to the above" box.

I attest to the above.

3. Click Approve.

Deny | Send Back | Approve

4. The request will route to the Senior Associate Dean for Undergraduate Educaiton. for the School of Engineering.

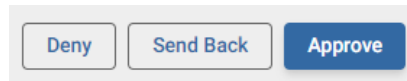## Denying an Application

1. Click Deny.

Deny | Send Back | Approve

2. The student will be notified via email that the application has been denied.
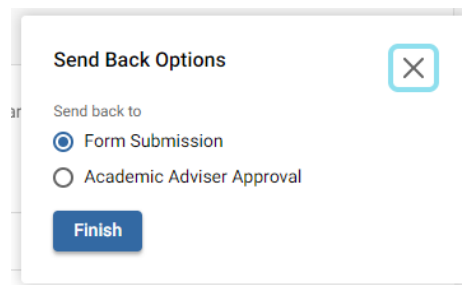
Sending an Application Back

If, during the course of your review, you notice something that requires the student or their academic adviser to change the application, you can send the application back.

1. Click Send Back.

2. Select Form Submission to send the request back to the student or Academic Adviser Approval to send the request back to the adviser. Click Finish.

3. The student or adviser will be notified via email that the request has been sent back for additional action.

Approval Workflow/Timeline

The Director of Graduate Studies is the second approval step in the workflow for Accelerated Bachelor/Master of Science or Integrated Bachelor/Master of Engineering applications. Approved applications route to the Senior Associate Dean for Undergraduate Education and the Senior Associate Dean for Graduate Education in the School of Engineering. Upon final approval, the Office of the University Registrar will process the student's admission to the selected graduate program.

Accessing Your Work Queue

In addition to clicking on the "Begin Review" button embedded in the notification emails, you can access your work queue at the following web address: https://vanderbilt.kualibuild.com/app/builder/#/actions.

Please contact the YES Help Line at yes@vanderbilt.edu or 615-343-4306 if you have questions or need additional assistance.