Approving an Appoint/Change Academic Adviser Workflow Request

User Guide

A user guide for Graduate School administrators
for approving or denying a request submitted through the
Appoint/Change Academic Adviser workflow.

The Kuali workflow application has been implemented for graduate students to request to appoint or change their academic adviser. Graduate School administrators will utilize the Kuali workflow application to review Appoint/Change Academic Adviser workflow requests. Students and administrators should refer to the Graduate School catalog for academic regulations.

Contents

Reviewing the Appoint/Change Academic Adviser Workflow Request

1. Once an Appoint/Change Academic Adviser Workflow request has been directed to you, you will receive an approval request via email. Click Begin Review on the approval request to access the form.
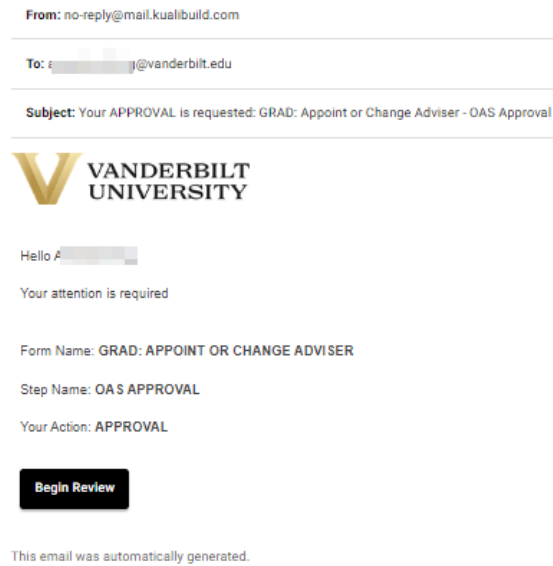
2. Information about the student appears in the Student Information section.

3. The Action section reflects the student's choice of actions (Add an adviser, Remove an adviser, or Add and remove an adviser).

Action

I am requesting the following action be taken: *
Add an adviser.

Add an Adviser

1. The selected adviser is reflected in the Add an Adviser section.

Add an Adviser

Select an adviser to add by entering the first then last name of the adviser. *	VUnetID
	Email
	@vanderbilt.edu
	EMPLID
	000

Remove an Adviser

1. The selected adviser is reflected in the Remove an Adviser section.

Remove an Adviser

Please remove this adviser from my record: *	VUnetID

Add and Remove an Adviser

1. The selected advisers are reflected in the Remove an Adviser and Add an Adviser sections.

Approval Workflow/Timeline

The Graduate School is the final step in the Appoint/Change Academic Adviser workflow. For requests to drop an adviser, the graduate program coordinator/manager is the first step, followed by the DGS. Requests to add or add and remove an adviser route first to the adviser being added. Once the Graduate School approves a request, it routes to the Office of the University Registrar for processing.

Approving the Appoint/Change Academic Adviser Workflow Request

1. Click Approve.
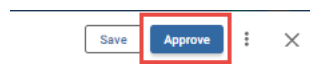
2. The request will now be routed to the Office of the University Registrar for processing.
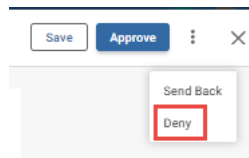
Denying the Appoint/Change Academic Adviser Workflow Request

1. Add a comment in the Graduate School Comments section. Comments here will be included in the denial notification email to the student.

Departmental Comments

Captured as part of the student's academic record. NOTE: For requests that are denied, comments entered here will be visible to the student in the denial notification email.
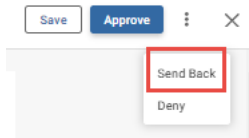
2. Click Deny.

3. The student will be notified via email that the request has been denied.

Sending the Appoint/Change Academic Adviser Workflow Request Back

If, during the course of your review, you notice something that requires the student, new adviser, program coordinator/manager, or DGS to change the request, you can send the request back.

1. Click Send Back.

2. Select Form Submission to return the request to the student, New Adviser Approval to return the request to the new adviser, Department Approval to return the request to the program coordinator/manager, or DGS Approval to return the request to the DGS.

3. Click Finish. The user will be notified via email that the request has been sent back for additional action.

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/. Click Action List.

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