



Approving a Doctoral Workflow Request

User Guide

A user guide for departmental administrators
for approving or denying a request submitted through the
doctoral workflow.



User Guide – Approving a Doctoral Workflow Request

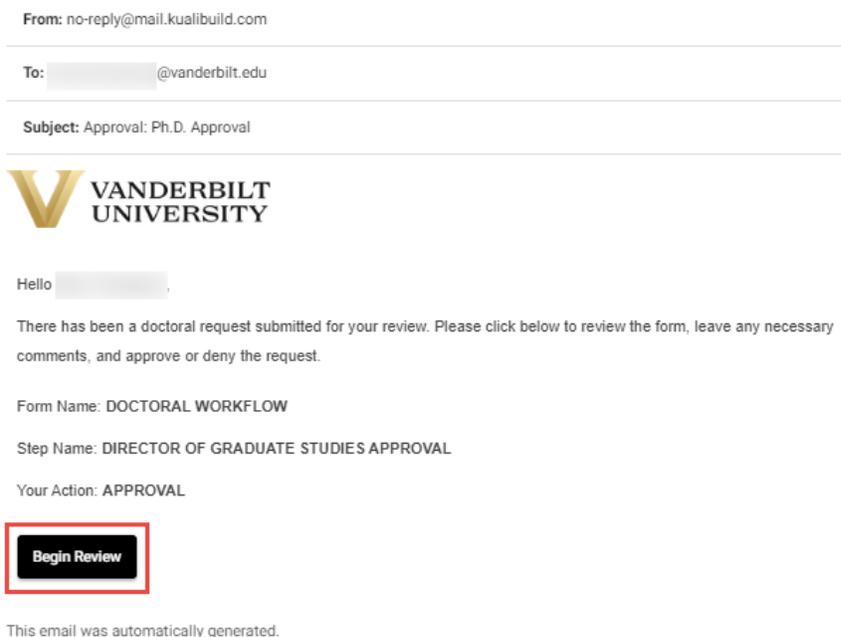
The Kualu workflow application has been implemented for graduate students to request to appoint or modify their Ph.D. committee, schedule or modify their qualifying exam, schedule or modify their dissertation defense, request to extend the deadline to enter candidacy, and/or request to extend candidacy. Departmental administrators will utilize the Kualu workflow application to review doctoral workflow requests for their students.

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Reviewing the Doctoral Workflow Request

1. Once a request for doctoral workflow has been directed to you, you will receive an email. Click **Begin Review** to access the form.



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

Student Information			
EMPLID * 000	VUnetID [Redacted]	First Name [Redacted]	Last Name [Redacted]
Email Address [Redacted]@vanderbilt.edu			
Department * Chemistry			

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3. The Action(s) Requested section reflects the student’s choice(s) of doctoral actions (appoint or modify their Ph.D. committee, schedule or modify their qualifying exam, schedule or modify their dissertation defense, request to extend the deadline to enter candidacy, and/or request to extend candidacy. Please refer to the Graduate School catalog for detailed information about requirements.

Action(s) Requested
Refer to the Graduate Catalog for detailed information about requirements.
Please select the applicable action(s): *
Appoint or modify the Ph.D. Committee

Appoint or Modify the Ph.D. Committee

The Ph.D. committee must be appointed by the Graduate School no less than two weeks before the time the student expects to take the qualifying examination. The committee consists of not fewer than four members of the Graduate Faculty. Three of the members must be Graduate Faculty from within the student's department/program and one from outside the program.

Requests to appoint a non-Graduate Faculty or someone from outside the university must be accompanied by a short letter of justification explaining what expertise this person brings to the student's committee along with a copy of the faculty member's curriculum vitae.

1. The selected action (Create or Modify) is reflected in the Action section.

Action
Committee action (select one): *
Create a new committee (Any and all existing committee members will be replaced)

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- Committee members are listed, and any additional documentation required for non-Graduate Faculty is provided in the File Upload section.

New Committee: Members of the Committee

Name	VU Department/Program (or Non-VU Institution)	Committee Role	Email (Non-VU Only)

File Upload

Upload curriculum vitae (if necessary)
No file attached

Upload justification memo (if necessary)
No file attached

Schedule or Modify the Qualifying Exam

Before a qualifying exam can be scheduled, the student must have completed all formal, didactic coursework required for the degree (minimum 24 formal, didactic hours, but some programs require more) and the language requirement, if any.

Students must confirm coursework has been successfully satisfied in YES.

The examination must be scheduled and passed within four years of the student being admitted to the program. Upon DGS and Graduate School approval, a one-year extension may be granted to complete this requirement. To request an extension to be admitted to candidacy, the DGS should submit a request on behalf of the student to the Associate Dean for Academic Affairs of the Graduate School.

- The selected action (Schedule or Modify) is reflected in the Qualifying Exam Action section. **The Graduate School must be notified at least two weeks in advance.**

Qualifying Exam Action: *

Modify an existing qualifying exam

Date and Location of Qualifying Exam

The Graduate School must be notified at least two weeks in advance.

<p>Date of Qualifying Exam *</p> <p>Submissions must be at least 2 weeks out.</p>	<p>Qualifying Exam Time *</p>	<p>Qualifying Exam Location *</p>
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Schedule or Modify the Dissertation Defense

The dissertation must be completed within four years after a student has been admitted to candidacy for the degree. The final oral examination is administered by the student's Ph.D. committee and on the dissertation and significant related material; the student is expected to demonstrate an understanding of the larger context in which the dissertation lies. The public is invited to attend the final examination, which is announced in advance in Vanderbilt's electronic calendar.

Before a dissertation defense can be scheduled, the student must have completed all credit hours required for the degree. The director of graduate studies of the program, after consultation with the candidate, shall submit the Defense Request form to the Graduate School at least two weeks in advance regarding the place and time of the examination and the title of the dissertation. The Graduate School then formally notifies the Ph.D. committee and submits the defense notice to Vanderbilt's electronic calendar. The Results of the Dissertation Defense form, signed by the committee members and the director of graduate studies for the program, should be forwarded immediately to the Graduate School.

The candidate must pass his or her dissertation defense by the appropriate deadline for the date the degree is to be conferred. All conferral dates and deadlines are listed on the academic calendar.

At least two weeks prior to the dissertation defense, students must submit a copy of the completed dissertation to the Ph.D. committee and upload the dissertation for required format review in the VIREO Electronic Thesis and Dissertation website, vireo.library.vanderbilt.edu. The final dissertation and accompanying requirements must be submitted through VIREO by the appropriate deadline specific on the academic calendar.

Style specifications template and VIREO submissions instructions are listed at [Checklist for Graduation | Academics | Graduate School | Vanderbilt University](#).

1. The selected action (Schedule or Modify) is reflected in the Defense Action section. **The Graduate School must be notified at least two weeks in advance.**

Defense Action *		
Schedule a new dissertation defense		
Expected Graduation Term		
Date and Location of Dissertation Defense		
Defense Date *	Defense Time *	Defense Location *
Dissertation Title		
The dissertation title must be entered in title case format.		
<input type="text"/>		

Extend Deadline for Qualifying Exam

The examination must be scheduled and passed within four years of being admitted to the program. Upon DGS and Graduate School approval, a one-year extension may be granted to complete this requirement.

The examination must be scheduled and passed within four years of being admitted to the program. Upon DGS and Graduate School approval, a one-year extension may be granted to complete this requirement. Please enter the month, day, and year for the extension of the deadline to complete the Qualifying exam.

August 3, 2023

Please provide a rationale for this extension request.

Extend Candidacy

The dissertation must be completed within four years after a being admitted to candidacy for the degree. Upon DGS and Graduate School approval, a one-year extension of candidacy may be granted.

Extend Candidacy

The dissertation must be completed within four years after a being admitted to candidacy for the degree. Upon DGS and Graduate School approval, a one-year extension of candidacy may be granted. Please enter the month, day, and year for the extension of the deadline to complete dissertation defense requirements for Ph.D. degree conferral.

October 13, 2023

Please provide a rationale for this extension request.

Approval Workflow/Timeline

Doctoral Action requests route first to the Graduate School to determine the correct department for departmental administrator review. Once the departmental administrator approves a request, it routes back to the Graduate School for final review.

Approving the Doctoral Workflow Request

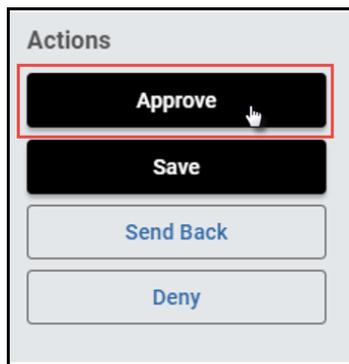
1. Leave a comment in the Department Comments box, if desired. Comments will be visible to administrators (Graduate School, Office of the University Registrar, etc.), but not to the student.

Departmental Comments !

Captured as part of the student's academic record (e.g., course substitutions, candidacy extension, or graduate faculty status notes). NOTE: For requests that are denied, comments entered here will be visible to the student in the denial notification email.

|

2. Click Approve.



3. The request will now be routed to the Graduate School.

Denying the Doctoral Workflow Request

1. Leave a comment in the Department Comments box, if desired. **NOTE:** Any comments in this box, whether left by the Graduate School or the departmental administrator, **will be included** in the denial notification email sent to the student.

Departmental Comments ⓘ

Captured as part of the student's academic record (e.g., course substitutions, candidacy extension, or graduate faculty status notes). **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 Doctoral Workflow Request Back to the Student or the Graduate School

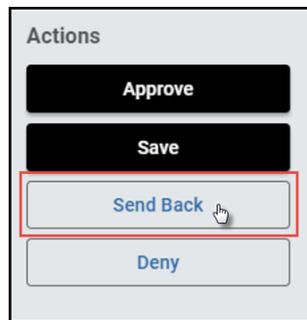
If, during the course of your review, you notice something that requires the student to change the request, or if the Graduate School selected the wrong administrator to review the request, you can send the request back.

1. Leave a comment in the Department Comments box, if desired. Comments will be visible to administrators (Graduate School, Office of the University Registrar, etc.), but not to the student.



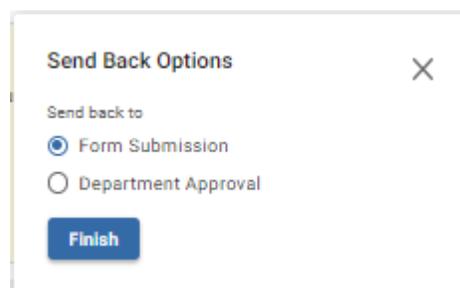
The screenshot shows a yellow-bordered box titled "Departmental Comments". Below the title is a small information icon and a note: "Not displayed to student, but captured as part of the student's academic record. (e.g., course substitutions, candidacy extension, or graduate faculty status notes)." Below the note is a text input field containing a single vertical bar character "|".

2. Click Send Back.



The screenshot shows a vertical menu titled "Actions". It contains four buttons: "Approve" (black), "Save" (black), "Send Back" (light blue, highlighted with a red border and a mouse cursor), and "Deny" (light blue).

3. Select to whom the form should be returned: the student (Form Submission) or the Graduate School (Department Approval).



The screenshot shows a dialog box titled "Send Back Options" with a close button (X) in the top right corner. It contains a "Send back to" section with two radio button options: "Form Submission" (selected) and "Department Approval". Below the options is a blue "Finish" button.

4. The student or Graduate School administrator 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/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.