Approving a Doctoral Workflow Request
User Guide

A user guide for graduate program coordinators and managers for approving or denying a request submitted through the doctoral workflow.

The Kuali 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. Graduate program coordinators and managers will utilize the Kuali workflow application to review doctoral workflow requests for their students. Students and administrators should refer to the Graduate School catalog for academic regulations.

Contents

Reviewing the Doctoral Workflow Request

1. Once a request for doctoral workflow has been directed to you, you will receive two emails: a carbon copy of the notification sent to the student stating that their request has been submitted, and an approval request. 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(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

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)

2. 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

1. 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.

Date of Qualifying Exam *	Qualifying Exam Time *	Qualifying Exam Location *
Submissions must be at least 2 weeks out.		

Schedule or Modify the Dissertation Defense

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.

Extend Deadline for Qualifying Exam

Extend Deadline for Qualifying Exam

Please enter the month, day, and year for the extension of the deadline to complete the Qualifying exam. *

Students should refer to Academic Regulations in the Graduate School Catalog. Catalogs may be found here. Students should check program regulations as individual programs may have additional requirements.

August 3, 2023

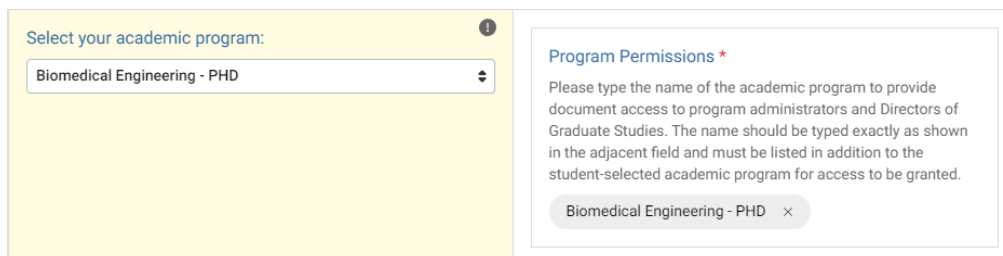Please provide a rationale for this extension request. *

Extend Candidacy

Extend Candidacy

Please enter the month, day, and year for the extension of the deadline to complete dissertation defense requirements for Ph.D. degree conferral.

Students should refer to Academic Regulations in the Graduate School Catalog. Catalogs may be found here. Students should check program regulations as individual programs may have additional requirements.

October 13, 2023

Please provide a rationale for this extension request.

Approval Workflow/Timeline

The graduate program coordinator/manager is the first step in the Doctoral Action workflow. Once the graduate program coordinator/manager approves a request, it routes to the Director of Graduate Studies and then to the Graduate School for final review and approvals. Upon final approval, the request routes to the Office of the University Registrar for processing.
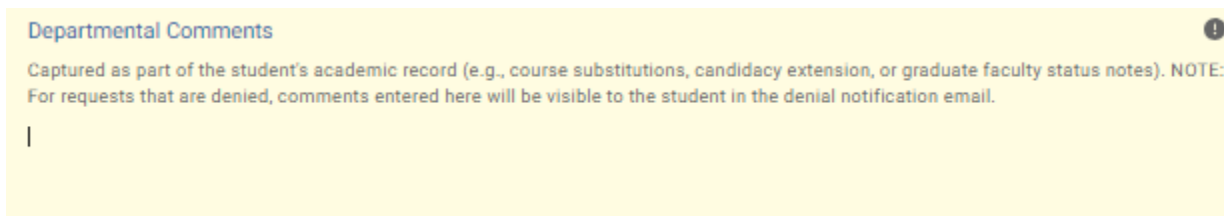
Set Program Permissions

1. In the Program Permissions field, enter the department exactly as it is listed in the adjacent academic program field.

Approving the Doctoral Workflow Request

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

2. Click Approve.

3. The request will now be routed to the Director of Graduate Studies.
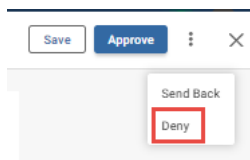
Denying the Doctoral Workflow Request

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 graduate program coordinator/manager, **will be included** in the denial notification email sent to the student.
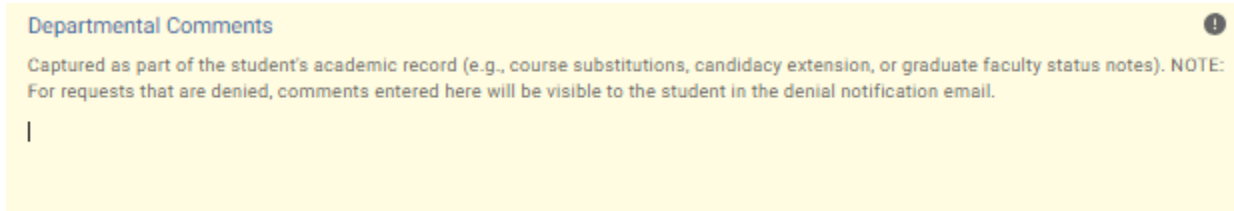

2. Click Deny.

3. The student will be notified via email that the request has been denied.
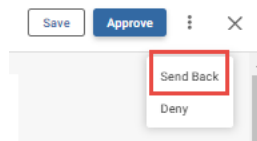
Sending the Doctoral Workflow Request Back to the Student

If, during the course of your review, you notice something that requires the student to change the request, you can send the request back.
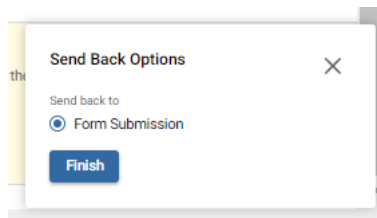
1. Leave a comment in the Department Comments box, if desired. Comments will be visible to administrators (DGS, Graduate School, Office of the University Registrar), but not to the student.
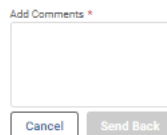

2. Click Send Back.

3. Select Form Submission to return the request to the student.

4. Add comments. These will be included in the notification to the student.

5. Click Send Back. The student 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.

Accessing the Documents List

To see a list of doctoral action requests in your department, access the home screen at https://vanderbilt.kualibuild.com/. Click the Doctoral Actions tile and you will see a highly configurable listing of all submitted requests. By turning on and off "Columns" and using different filters, you can customize your experience with data elements you my find helpful. (A helpful starting point is here: https://vanderbilt.kualibuild.com/document-list/64108a7cf4e2d81965298e12.)

1. To turn columns on and off, click Columns in the top row. A list of available fields will appear. Click on the eyeball icon to add or delete a column from your view.
2. To export data, click Export in the top row. You can select to export either what you see on your screen (Current View), or all available data (All Data).

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