



Doctoral Workflow User Guide

Graduate students can utilize the Doctoral Workflow form 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.

Please note the following deadlines:

- *Appoint/modify Ph.D. committee: Two weeks prior to the exam or defense date*
- *Schedule/modify qualifying exam: Two weeks prior to the exam date*
- *Schedule/modify dissertation defense: Two weeks prior to the defense date*

Contents

Navigating to Doctoral Workflow	2
Completing the Form	2
Appoint or Modify the Ph.D. Committee.....	3
Create a new committee	3
Modify existing committee	4
Submit or Move to the Next Action.....	4
Schedule or Modify the Qualifying Exam.....	5
Schedule or Modify the Dissertation Defense	6
Extend Deadline to Enter Candidacy	7
Extend Candidacy.....	8
Submission	8
Approval Process.....	8
Requests Sent Back	9
Notifications	9



Navigating to Doctoral Workflow

1. Open the Doctoral Workflow at <https://vanderbilt.kualibuild.com/app/builder/app/64108a7cf4e2d81965298e12/run>.
2. The Doctoral Workflow form will open. Student EMPLID, VUnetID, First Name, Last Name, and Email Address all will pre-populate.

The screenshot shows a form titled "VANDERBILT UNIVERSITY" with a "Student Information" section. The form contains the following fields:

EMPLID *	VUnetID	First Name	Last Name
000			

Below the table is an "Email Address" field with a pre-populated address ending in "@vanderbilt.edu".

Completing the Form

1. Enter your academic department in the Department field. This will be used for routing the form to the appropriate approvers.

The screenshot shows a text input field labeled "Department *". The field is empty, with a vertical cursor at the beginning.

2. Add an email address for the departmental administrator (e.g., program coordinator/manager) to be copied on notifications regarding your request. This is optional.

Department CC Email address
(optional)





3. Select the applicable action(s) for your request.

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
- Schedule or modify the qualifying exam
- Schedule or modify the dissertation defense
- Extend deadline to enter candidacy (Qualifying Exam Extension)
- Extend candidacy (to defend and graduate)

4. Click Next.

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. Select the appropriate action.

Action

Committee action (select one): *

- Create a new committee (Any and all existing committee members will be replaced)
- Modify existing committee (Add or remove individual members from an existing committee)

Create a new committee

Any and all existing committee members will be replaced.

a. Add information for each committee member.

New Committee: Members of the Committee

Name	VU Department/Program (or Non-VU Institution)	Committee Role	Email (Non-VU Only)	
		<input type="radio"/> Chair/Co-Chair <input type="radio"/> Committee Member		
		<input type="radio"/> Chair/Co-Chair <input type="radio"/> Committee Member		
		<input type="radio"/> Chair/Co-Chair		



- b. Select Add Another Row as necessary.



- c. Upload necessary files for requests to appoint a non-Graduate Faculty or someone from outside the university.

File Upload
Upload curriculum vitae (if necessary) <input type="button" value="Select a File"/>
Upload justification memo (if necessary) <input type="button" value="Select a File"/>

Modify existing committee

Add or remove individual members from an existing committee.

- a. Add, Delete, or Change role for one or multiple members of the committee.

Modify Committee: Members of the Committee

Action	Name	VU Department/Program or Non-VU Institution	Committee Role	Email (Non-VU Only)	
<input type="radio"/> Add			<input type="radio"/> Chair/Co-Chair		
<input type="radio"/> Delete			<input type="radio"/> Committee Member		
<input type="radio"/> Change role					
<input type="radio"/> Add			<input type="radio"/> Chair/Co-Chair		

- b. Select Add Another Row as necessary.



- c. Upload necessary files for requests to appoint a non-Graduate Faculty or someone from outside the university.

File Upload
Upload curriculum vitae (if necessary) <input type="button" value="Select a File"/>
Upload justification memo (if necessary) <input type="button" value="Select a File"/>

Submit or Move to the Next Action

- 1. Click Back (to edit the first page of the form), Next (to move to the next action for multiple actions), or Submit (to submit the completed form).



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.

1. Select the appropriate action. For either action, the Graduate School **must be notified at least two weeks in advance.**

Qualifying Exam Action: *

Schedule a new qualifying exam

Modify an existing qualifying exam

2. Enter Date, Time, and Location for the Qualifying Exam. **Note:** Students are responsible for room reservations.

Date and Location of Qualifying Exam

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

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

Qualifying Exam Time *
🕒

Qualifying Exam Location *

Oct 2023

S M T W T F S

1 2 3 4 5 6 7

8 9 10 11 12 13 14

3. Click Back (to edit previous page[s] of the form), Next (to move to the next action for multiple actions), or Submit (to submit the completed form).



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. Select the appropriate action.

Defense Action *

Schedule a new dissertation defense

Modify an existing dissertation defense schedule

2. Enter your Expected Graduation Term.

Expected Graduation Term

3. Enter Date, Time, and Location for your Dissertation Defense. **Note:** Students are responsible for room reservations.

Date and Location of Dissertation Defense		
Defense Date *	Defense Time *	Defense Location *
<input type="text"/>	<input type="text"/>	<input type="text"/>



4. Enter Dissertation Title **in title case format**. Note: If you have trouble seeing certain text when you paste it in, try copying/pasting the text as “Plain Text” instead. Often when you paste text in from another editor, the styles can come with it--including colors which can render the text unreadable.

5. Click Back (to edit previous page[s] of the form) or Submit (to submit the completed form).

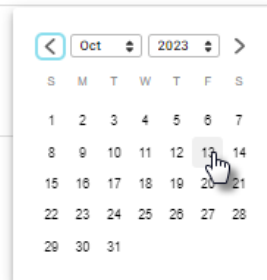
Extend Deadline to Enter Candidacy

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.

1. Enter the month, day, and year for the extension of the deadline to complete the qualifying exam by selecting the date from the calendar pop-up.

[enter the month, day, and year for the extension of the deadline to complete](#)

request.



2. Provide a rationale for the extension request.

Please provide a rationale for this extension request.

3. Click Submit.



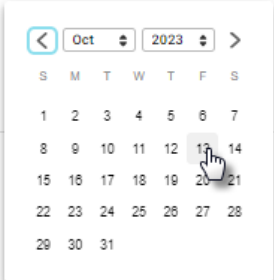
Extend Candidacy

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.

1. Enter the month, day, and year for the extension of the deadline to complete the dissertation defense requirements for Ph.D. degree conferral by selecting the date from the calendar pop-up.

Enter the month, day, and year for the extension of the deadline to complete the dissertation defense requirements for Ph.D. degree conferral by selecting the date from the calendar pop-up.

request.



2. Provide a rationale for the extension request.

Please provide a rationale for this extension request.

3. Click Submit.

Submission

Upon submission, you will receive an email indicating receipt of your form. Please allow 7-10 business days for departmental and school reviews. You will receive additional notifications upon approval.

Approval Process

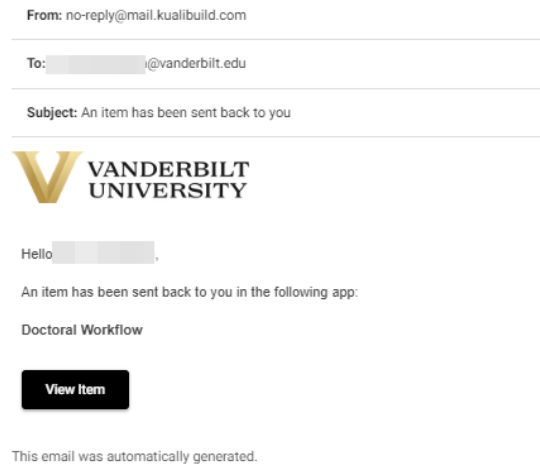
Requests for Doctoral Actions:

- The Director of Graduate Studies for your academic department (the Graduate School will direct your form based on your department selection in Step 1).
- The Graduate School will determine that all necessary policy requirements have been met. Under certain circumstances, associate dean approval may also be required.
- Upon final approval, the Office of the University Registrar will enter doctoral actions into the student information system.



Requests Sent Back

At any point in the process, an approver may send the form back to you for updates. If a request is sent back to you, you will receive an automated email message from the workflow system. Click View Item to access the form and make any necessary changes.



Notifications

Notifications about the Doctoral Workflow process will be sent as follows:

- You will receive email notification when you submit the request.
- You will receive email notification if your request is denied for any reason.
- You will receive email notification if your request is sent back to you for any reason.
- You and the Director of Graduate Studies will receive email notification if your request is approved, once the action has been processed. Official notification will go out to the committee within 1-2 business days.

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