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. Students should refer to the Graduate School catalog for academic regulations. Students should check program regulations as individual programs may have additional requirements.

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

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 will pre-populate.

Completing the Form

1. Select your academic program from the drop-down menu. This will be used for routing the form
   to the appropriate approvers.

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

3. Click Next.

Appoint or Modify the Ph.D. Committee

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)	
		○ Chair ○ Co-Chair ○ Committee Member		🗑
		○ Chair ○ Co-Chair ○ Committee Member		🗑
		○ Chair ○ Co-Chair ○ Committee Member		🗑
		○ Chair ○ Co-Chair ○ Committee Member		🗑
		○ Chair ○ Co-Chair ○ Committee Member		🗑

+ Add Another Row

b. Select Add Another Row as necessary.

+ Add Another Row

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)

Select a File

Upload justification memo (if necessary)

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)	
○ Add ○ Delete ○ Change role			○ Chair ○ Co-Chair ○ Committee Member		🗑

    b.   Select Add Another Row as necessary.

+ Add Another Row

    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)
Select a File

Upload justification memo (if necessary)
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

1. Select the appropriate action. For either action, the Graduate School **must be notified at least two weeks in advance.**
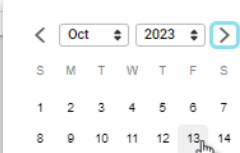
Qualifying Exam Action: *
◉ Schedule a new qualifying exam
◯ Modify an existing qualifying exam

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

‹	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

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 *
	🕐	

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.

Dissertation Title
The dissertation title must be entered in title case format.

| Sans Serif ⬍ | Normal ⬍ | ☰ | B | I | S | U | A | A | ☰ ☰ | 🔗 | Normal ⬍ | ❓ |

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

Extend Deadline to Enter Candidacy

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.

e enter the month, day, and year for the extension of the deadline to complete

request.

| < | Oct ⬍ | 2023 ⬍ | > |

S	M	T	W	T	F	S
	1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
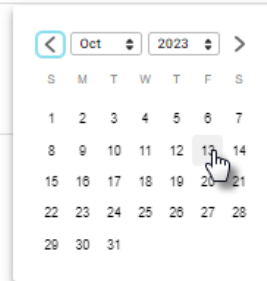
2. Provide a rationale for the extension request.

Please provide a rationale for this extension request.

3. Click Submit.

Extend Candidacy

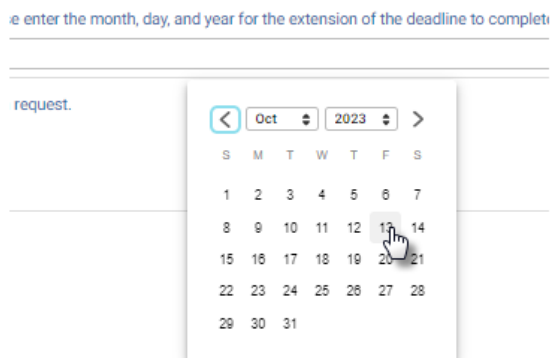1. Enter the month, day, and year for the extension of the deadline to complete the dissertation defense requirements for Ph.D. degree conferral by selecting the date from the calendar pop-up.

2. Provide a rationale for the 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. Please note that you will not be able to submit the form unless all required fields are completed. If an extra row(s) was inadvertently added to the committee tables, use the trash can icon to delete.

Approval Process

Requests for Doctoral Actions:

- The program administrator of the department you select in step 1.
- The Director of Graduate Studies for the department you select 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.

From: no-reply@mail.kualibuild.com

To: _____@vanderbilt.edu

Subject: An item has been sent back to you

VANDERBILT UNIVERSITY

Hello _____,

An item has been sent back to you in the following app:

Doctoral Workflow

View Item

This email was automatically generated.
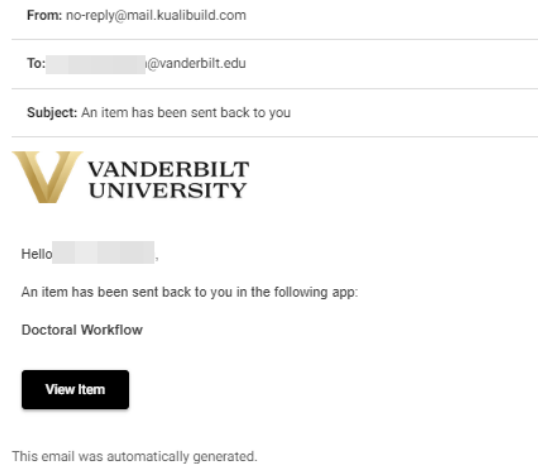
Notifications

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

- You will receive email notification when you submit the request. The program administrator for your department will receive a carbon copy of this notification.
- 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 program administrator 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 about this application. Please contact the Graduate School or your program if you have questions about policies related to doctoral actions.