Reviewing an Application for Engineering Accelerated Bachelor/ Master of Science or Integrated Bachelor/Master of Engineering

User Guide

A user guide for advisers in the School of Engineering for approving or denying an application for Accelerated Bachelor/ Master of Science or Integrated Bachelor/Master of Engineering

User Guide – Reviewing an Application for Accelerated Bachelor/Master of Science or Integrated Bachelor/Master of Engineering

The Kuali workflow application has been implemented for undergraduate students to apply to the Accelerated Bachelor/Master of Science or the Integrated Bachelor/Master of Engineering program. Academic advisers in the School of Engineering will utilize the Kuali workflow application to review these applications.

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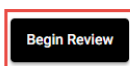
Reviewing the Application

1. Once one of your advisees has submitted an application, you will receive an email. Click Begin Review to access the form.

> Form Name: **ENGINEERING ACCELERATED BACHELORS/MASTER OF SCIENCE OR INTEGRATED BACHELORS/MASTER OF ENGINEERING APPLICATION**
>
> Step Name: **ACADEMIC ADVISER APPROVAL**
>
> Your Action: **APPROVAL**
>
> **Begin Review**
>
> This email was automatically generated.

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

> **Student Information**
>
> | First Name | Last Name | EMPLID | VUnetID * | Email Address |
> |---|---|---|---|---|
> | | | 000 | | @vanderbilt.edu |
>
> Select your adviser: *

3. The Undergraduate Program Information section reflects the student's current undergraduate major(s).

> **Undergraduate Program Information**
>
> Current Undergraduate Engineering Major(s): *
>
> Chemical Engineering

4. The Graduate Program Information section reflects the student's anticipated start and end term for the graduate program, as well as the graduate program to which the student is applying.

5. The student attests to meeting program requirements. Those responses are in the Student Attestations section.

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Approving an Application

1. Confirm that your advisee meets the qualifications for the program to which they are applying.

Undergraduate Adviser

- I confirm that my advisee has already completed at least 86 credit hours before the start of the junior year and has a grade point average of 3.500 or better.

- I confirm that my advisee is ahead in the curriculum such that they should have capacity to undertake graduate coursework without compromising their ability to complete the bachelor's degree.

- I have discussed with my advisee the remaining requirements for their bachelor's degree.

- I recommend my advisees for the accelerated bachelor's / master's degree program.

2. Click the "I attest to the above" box.

I attest to the above.

3. Click Approve.

Deny   Send Back   **Approve**

4. The request will route to the Director of Graduate Studies for the department to which the student has applied.

Denying an Application

1. Click Deny.

Deny   Send Back   **Approve**

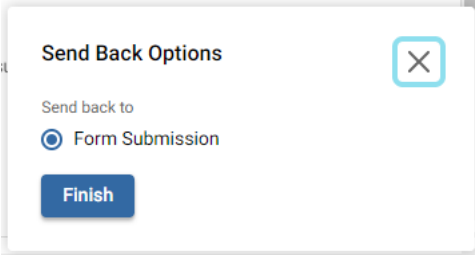2. The student will be notified via email that the application has been denied.

Sending an Application Back

If, during the course of your review, you notice something that requires the student to change the application, you can send the application back.

1. Click Send Back.

Deny   Send Back   **Approve**

2. Select Form Submission to send the request back to the student, and click Finish.

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

Approval Workflow/Timeline

The student's adviser is the first step in the workflow for Accelerated Bachelor/Master of Science or Integrated Bachelor/Master of Engineering applications. Approved applications route to the Director of Graduate Studies of the department to which the student is applying, to the associate deans for undergraduate and graduate education in the School of Engineering. Upon final approval, the Office of the University Registrar will process the student's admission to the selected graduate program.

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.