



Approving an Engineering Science Program Concentration Course Plan --- User Guide

A user guide for the Engineering Science Division Director for approving or denying a request submitted through the Engineering Science Program Concentration Course Plan workflow.



User Guide – Approving an Engineering Science Program Concentration Course Plan Workflow Request

The Kualu workflow application has been implemented for undergraduate students majoring in Engineering Science to propose or change their program concentration course plan. The Engineering Science Division Director will utilize the Kualu workflow application to review these proposals.

Contents

Reviewing the Engineering Science Program Concentration Course Plan.....	3
Approving an Engineering Science Program Concentration Course Plan	5
Denying an Engineering Science Program Concentration Course Plan.....	6
Sending Back an Engineering Science Program Concentration Course Plan	6
Approval Workflow/Timeline.....	7
Accessing Your Work Queue	7

User Guide – Approving an Engineering Science Program Concentration Course Plan Workflow Request

Reviewing the Engineering Science Program Concentration Course Plan

1. Once an Engineering Science Program Concentration Course Plan has been submitted and approved by the student’s adviser, you will receive an email. Click Begin Review to access the form.

An Engineering Science Program Concentration form has been submitted and approved by the student's adviser.

Please review the following:

-Program Concentration proposal/change follows the guidelines listed at the top of the form

-Program Concentration rationale is complete and logical

-Courses, course titles and hours are accurately entered

Form Name: **ENGINEERING SCIENCE CONCENTRATION**

Step Name: **DIVISION DIRECTOR 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 [REDACTED]	Last Name [REDACTED]
VUnetID * [REDACTED]	EMPLID 00[REDACTED]
Select your Engineering Science faculty adviser: * [REDACTED]	Adviser Lookup * [REDACTED]

3. The student’s selection of Initial submission or Change to a previous submission is reflected.

Is this your initial submission or a change to a previous submission? *

Initial submission

User Guide – Approving an Engineering Science Program Concentration Course Plan Workflow Request

- 4. The Title and Coursework section reflects the following:
 - a. Title (60 characters maximum)

Program Concentration Title *
60 characters maximum.

- Courses (the list of courses that the student proposes to complete for the Engineering Science major concentration)

Courses

Please input a minimum of 24 hours and a maximum of 36 hours. Students will be limited to no more than two introductory-level courses (numbered 1000-1999) if necessary prerequisite(s) to be included in the program concentration. Carefully type course names and numbers to ensure accuracy. If you are using study abroad or transfer credits, please include the Vanderbilt equivalents in the subject and catalog number columns.

Subject * ?	Catalog Number *	Course Title and Topic * ?	Hours *

- Total number hours (minimum 24, maximum 36)

Total number of hours:

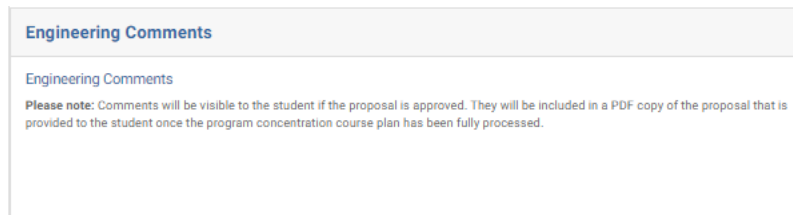
- Program concentration rationale

Program concentration rationale *

Please write a proposal of the rationale for your Program Concentration. The purpose of the Program Concentration rationale is to explain what you want to do with your career and why. This is valuable because it enables continuity in the event your adviser changes. We recommend rationales include an introduction paragraph defining your career goals and what motivated you to choose them, and justification for how each of the courses applies to those goals. Reasonable length is no more than one page (when compared to a Word document).

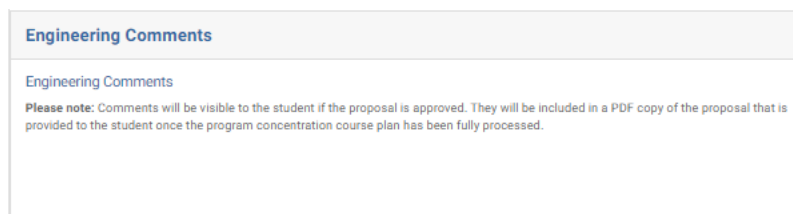
User Guide – Approving an Engineering Science Program Concentration Course Plan Workflow Request

- Any comments left by the student’s adviser will appear in the Engineering Comments section.

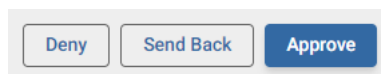


Approving an Engineering Science Program Concentration Course Plan

- Review for the following:
 - The Program Concentration proposal/change follows the guidelines listed at the top of the form.
 - The Program Concentration rationale is complete and logical.
 - The courses, course titles, and credit hours are accurate.
- Add a Comment if necessary. **Please note:** Comments will be visible to the student if the proposal is approved. They will be included in a PDF copy of the proposal that is provided to the student once the program concentration course plan has been fully processed.



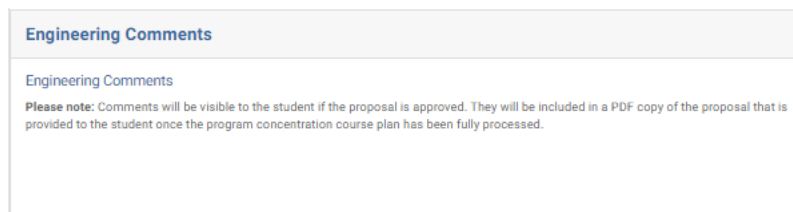
- Click Approve. The request will route to the Office of Academic Services for the School of Engineering.



User Guide – Approving an Engineering Science Program Concentration Course Plan Workflow Request

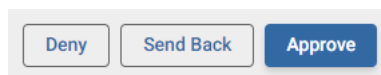
Denying an Engineering Science Program Concentration Course Plan

1. Add a Comment if necessary. These will be visible to other administrative users, but not to the student.



The screenshot shows a section titled "Engineering Comments" with a sub-header "Engineering Comments". Below this, there is a "Please note" section stating: "Comments will be visible to the student if the proposal is approved. They will be included in a PDF copy of the proposal that is provided to the student once the program concentration course plan has been fully processed."

2. Click Deny.

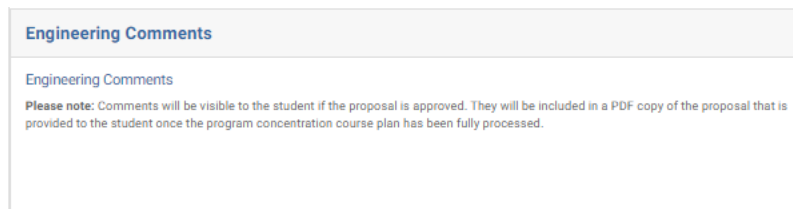


3. The student will be notified via email that the request has been denied.

Sending Back an Engineering Science Program Concentration Course Plan

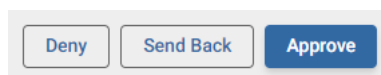
If, during the course of your review, you notice something that requires the student or the adviser to change the request, you can send the request back.

1. Add a Comment if necessary. These will be visible to other administrative users, and will be visible to the student if the proposal is ultimately approved.



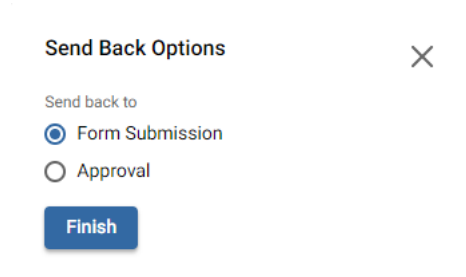
The screenshot shows a section titled "Engineering Comments" with a sub-header "Engineering Comments". Below this, there is a "Please note" section stating: "Comments will be visible to the student if the proposal is approved. They will be included in a PDF copy of the proposal that is provided to the student once the program concentration course plan has been fully processed."

2. Click Send Back.



User Guide – Approving an Engineering Science Program Concentration Course Plan Workflow Request

3. Select Form Submission to send the request back to the student or Approval to send the request back to the adviser, and click Finish.



The image shows a dialog box titled "Send Back Options" with a close button (X) in the top right corner. Below the title, it says "Send back to". There are two radio button options: "Form Submission" (which is selected) and "Approval". At the bottom of the dialog is a blue button labeled "Finish".

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

Approval Workflow/Timeline

The Division Director is the second step in the approval workflow for Engineering Science Program Concentration Course Plans. Approved requests route to the Office of Academic Services for the School of Engineering. Upon final approval, the Office of the University Registrar posts the course plan to the student's degree audit.

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.