



Engineering Science Program Concentration Course Plan Workflow

Undergraduate students majoring in Engineering Science can utilize this form to propose or change a plan of study for the Engineering Science program concentration.

Contents

Navigating to the Engineering Science Program Concentration Course Plan Workflow.....	2
Completing the Form	2
Initial Submission	3
Change to Previous Submission	4
Submission	6
Approval Process.....	6
Requests Sent Back	6
Notifications	7
Accessing Submissions.....	7



Navigating to the Engineering Science Program Concentration Course Plan Workflow

1. Open the Engineering Science Program Concentration Course Plan Workflow at <https://vanderbilt.kualibuild.com/app/66f2d132cb9301014b46ed30/run>.
2. The form will open. Be sure to read the policy guidelines at the top of the form.

Engineering Science Program Concentration Course Plan

This plan must include **AT LEAST 24 hours** of coursework grouped logically to achieve stated career goals. After approval from the Faculty Adviser and Division Director, it is deemed to be a statement of required courses. Any subsequent changes to the plan must be made in writing, in advance of the beginning of the student's graduating semester, and approved by the Faculty Adviser and Division Director.

- The Program Concentration should be mostly upper-division coursework. Students will be limited to no more than two introductory-level courses (numbered 1000-1999) included in the Program Concentration.
- No more than 24 hours of business-related coursework (BUS, ENGM, BUSA) may be applied to the ES degree program.
- Students may use the Program Concentration to complete coursework towards a second major.
- No more than 6 credit hours of courses numbered 2480 to 2879 in any program may be applied to the ES degree program.

Plans are due spring of the junior year of study.

3. Student First Name, Last Name, VUNetID, and EMPLID all will pre-populate.

Student Information	
First Name [pre-populated]	Last Name [pre-populated]
VUNetID * [pre-populated]	EMPLID 000[pre-populated]

Completing the Form

1. Select your Engineering Science adviser from the drop-down menu. The selected adviser will populate in the Adviser Lookup box.

Select your Engineering Science faculty adviser: *	Adviser Lookup *
[drop-down menu with blue bar]	[pre-populated]

2. Indicate whether this is your initial submission or a change to a previous submission.

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

Initial submission

Change to a previous submission (only include items that need updating)



Initial Submission

1. Enter the Program Concentration Title (60 character maximum).

Title and Coursework

Program Concentration Title *
60 characters maximum.

2. Note the policy requirements and instructions.

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.

3. Enter the subject area, credit hours, course title/topic (for special topics courses), and credit hours for each course to be included in your 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.

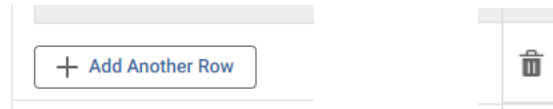
Subject *	Catalog Number *	Course Title and Topic *	Hours *
CS	2201	Program Design and Data Structures	3

4. The form will calculate the total hours in both the sum and the Total Hours section. A minimum of 24 and a maximum of 36 credit hours should be included.

sum: 3

Total number of hours:	3	Please enter at least 24 hours worth of courses in the table above for consideration.
------------------------	---	---

5. Click Add Another Row as needed. The trash can icon allows you to delete any erroneous rows.



6. Note the policy requirements and instructions, and enter your 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).

Sans Serif ▾ Normal ▾ ≡ B I G U A [color] [background color] [bulleted list] [numbered list] [link] Normal ▾ ?

7. Click Submit to submit the form for review and approval.

Actions

Submit

Save

Discard

[Change to Previous Submission](#)

Complete only the sections you wish to update.

1. Enter the updated Program Concentration Title (maximum 60 characters). This will overwrite your previous title.

Title and Coursework

Program Concentration Title

60 characters maximum. This entry will overwrite your existing program concentration title.



2. Enter the subject area, credit hours, course title/topic (for special topics courses), and credit hours for each course to be removed from your concentration.

Courses to remove from existing program concentration:

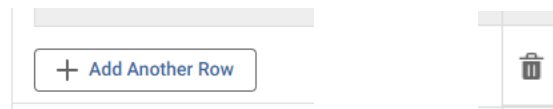
Subject ?	Catalog Number ?	Course Title and Topic ?	Hours	

3. Enter the subject area, credit hours, course title/topic (for special topics courses), and credit hours for each course to be added to your concentration.

Courses to add to program concentration:

Subject ?	Catalog Number ?	Course Title and Topic ?	Hours	

4. Click Add Another Row as needed. The trash can icon allows you to delete any erroneous rows.



5. Provide an updated 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).

Sans Serif ▾ Normal ▾ ≡ B I S U A Normal ▾

6. Click Submit to submit the form for review and approval.

Actions

Submit

Save

Discard



Submission

Upon submission, you will receive an email indicating receipt of your form. Please allow up to 7-10 business days for reviews and approvals. You will receive additional notifications.

Approval Process

- Your academic adviser will review the proposal to ensure that it is appropriate and accurate.
- The director of the Engineering Science program will review the proposal to ensure it is appropriate and accurate.
- The Office of Academic Services for the School of Engineering review the proposal to ensure it meets policy requirements.
- Upon final approval, the Office of the University Registrar will update your degree audit to reflect the concentration requirements. You will receive notification once this occurs.

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: r[REDACTED]@vanderbilt.edu

Subject: An item has been sent back to you



Hello [REDACTED],

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

Engineering Science Concentration

[View Item](#)

This email was automatically generated.



Notifications

Notifications about the Engineering Science Program Concentration process will be sent as follows:

- You will receive email notification when you submit the form.
- You will receive email notification if your proposal is denied for any reason.
- You will receive email notification if your proposal is sent back to you for any reason.
- You will receive email notification if your proposal is approved, once the action has been processed. This email will include a copy of the approved proposal.

Accessing Submissions

Students can access their submissions via the Quali homepage: vanderbilt.kualibuild.com. Click on “My Documents” at the top of the page to see documents in either Submitted or Draft status.

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