



# Approving a GRAD: Course Audit Workflow Request

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## User Guide

A user guide for Graduate School administrators  
for approving or denying a request submitted through the  
GRAD: Course Audit workflow.



# User Guide – Approving a GRAD: Course Audit Workflow Request

The Kualu workflow application has been implemented for graduate students to request to enroll in a class as auditors. Graduate School administrators will utilize the Kualu workflow application to review these enrollment requests. Students and administrators should refer to the Graduate School [catalog](#) for academic regulations.

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## Reviewing the GRAD: Course Audit Workflow Request

1. Once a GRAD: Course Audit Workflow request has been directed to you, you will receive an approval request via email. Click Begin Review on the approval request to access the form.



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

Student Information		
EMPLID *	First Name	Last Name
000 [Redacted]	[Redacted]	[Redacted]

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- The Course Selection and Selected Course sections include term, class, and instructor information.

Course Selection		
Calendar year of the term in which you request to audit a course: *	Select the appropriate term: *	Select the appropriate course. Start by typing in the subject area (in ALL CAPS) followed by the course number. *
2024	2024 Fall	<input type="text"/>

Selected Course		
Class	Class Title	
<input type="text"/>	<input type="text"/>	
Meeting Pattern (MTWRF)	Meeting Time Start	Meeting Time End
MWF	10:10 AM	11:00 AM
Instructor VUNetID	Instructor Name *	
<input type="text"/>	<input type="text"/>	

- If the student uploaded additional documentation, that will appear in the Authorization section.

Authorization
Please upload documentation of instructor approval to override scheduling conflicts, if any.
No file attached

- Record of the instructor’s approval and any special requirements are listed in the Instructor’s Approval and Requirements section.

Instructor's Approval and Requirements
By approving this request, I give the student named above permission to audit the class indicated. Special requirements, if any, are listed below.
Enrollment Capacity
Special requirements, if applicable: This will be included in the final notification to the student once the enrollment is processed. Special requirements can be added here.
Instructor Comments (Request Denied) Comments listed here will be included in a message to the student if the request is denied.

## Approval Workflow/Timeline

The Graduate School is the final step in the GRAD: Course Audit Workflow, after the course instructor. Once the Graduate School approves a request, it routes to the Office of the University Registrar for processing.

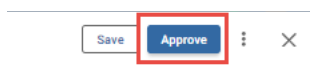
## Approving the GRAD: Course Audit Workflow Request

1. Leave any comments in the Graduate School Comments box. These will be maintained as part of the student record and visible to administrators.



The screenshot shows a rectangular box with a light gray header containing the text "Graduate School". Below the header is a larger yellow area labeled "Graduate School Comments" on the left and a small circular icon with a question mark on the right.

2. Click Approve.



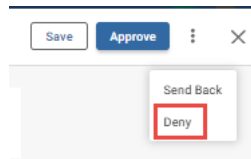
3. The request will now be routed to the Office of the University Registrar for processing.

## Denying the GRAD: Course Audit Workflow Request

1. Add a comment in the Graduate School comments section. Comments here will be included in the denial notification email to the student.



2. Click Deny.

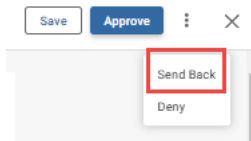


3. The student will be notified via email that the request has been denied.

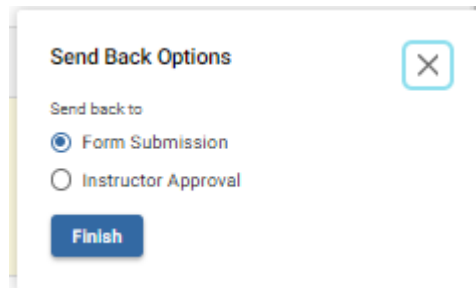
## Sending the GRAD: Course Audit Workflow Request Back

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

1. Click Send Back.



2. Select Form Submission to return the request to the student or Instructor Approval to return the request to the instructor.



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

### 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/>. Click Action List.

**Please contact the YES Help Line at [yes@vanderbilt.edu](mailto:yes@vanderbilt.edu) or 615-343-4306 if you have questions or need additional assistance.**