



Requesting a Degree Audit Exception – Graduate School User Guide

A user guide for administrators for requesting degree audit exceptions for individual students.



User Guide – Requesting a Degree Audit Exception

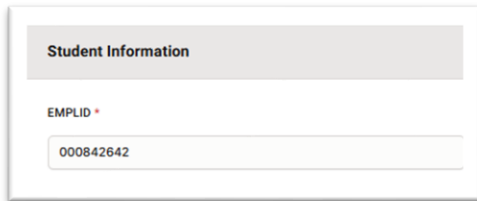
The Kualu workflow application has been implemented for administrators to request exceptions to a student's degree audit requirements. Administrators should refer to the Graduate School [catalog](#) for academic regulations and program requirements.

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Initiating the Degree Audit Exception

1. Enter the student's EMPLID, also known as the Commodore ID.

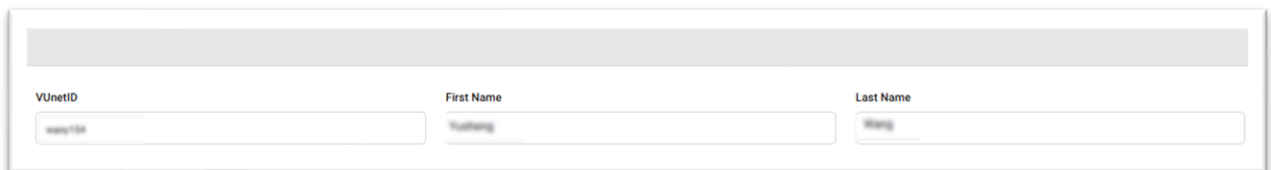


Student Information

EMPLID *

000842642

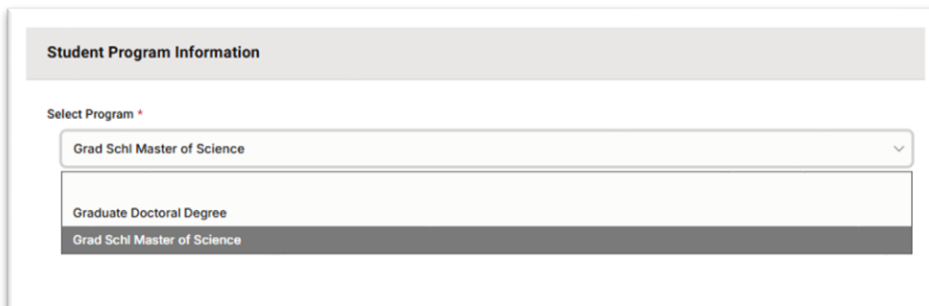
2. The student's VUnetID, First Name, and Last Name will auto populate. Make sure it is the correct student.



VUnetID First Name Last Name

wang1234 Tsai Wang

3. **Select the Program** to which the exception(s) will be applied.



Student Program Information

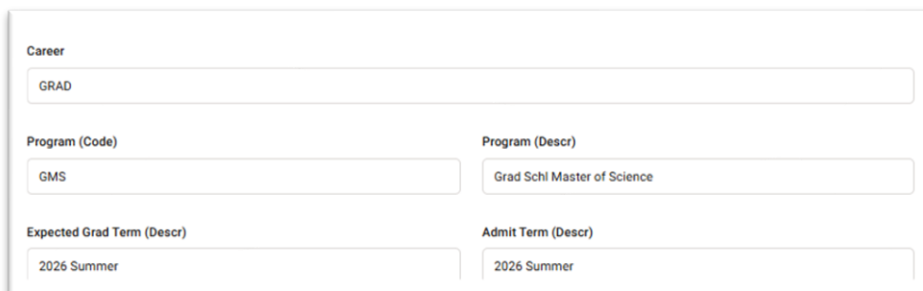
Select Program *

Grad Schl Master of Science

Graduate Doctoral Degree

Grad Schl Master of Science

4. Career and Program information will auto populate.



Career

GRAD

Program (Code) Program (Descr)

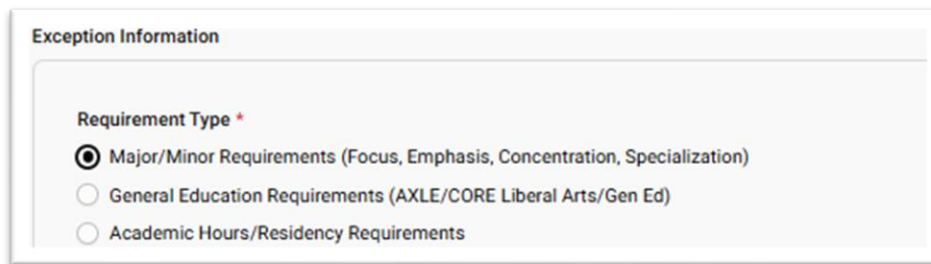
GMS Grad Schl Master of Science

Expected Grad Term (Descr) Admit Term (Descr)

2026 Summer 2026 Summer

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5. **Requirement Type.** Select the Major/Minor Requirements option for Graduate School programs.



The screenshot shows a form titled "Exception Information". Inside, there is a section labeled "Requirement Type *". It contains three radio button options: "Major/Minor Requirements (Focus, Emphasis, Concentration, Specialization)" which is selected, "General Education Requirements (AXLE/CORE Liberal Arts/Gen Ed)", and "Academic Hours/Residency Requirements".

6. Select the **Applicable Academic Plan** from the drop-down menu.



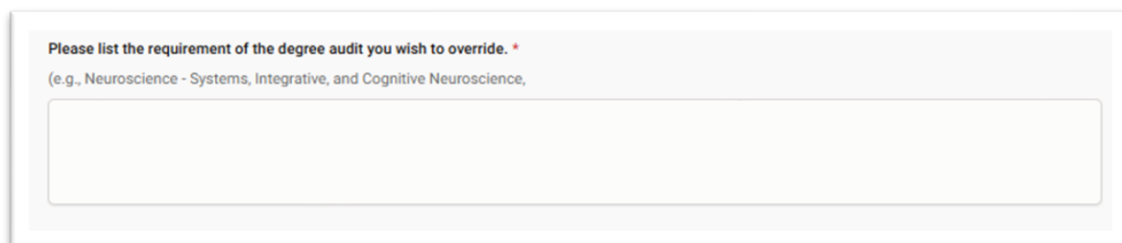
The screenshot shows a form with a label "Select Applicable Academic Plan *". Below it is a drop-down menu with "Mechanical Engineering" selected and a downward arrow on the right.

7. Plan information will auto populate.



The screenshot shows two text input fields. The first is labeled "Plan (Code)" and contains the text "MEGSMS". The second is labeled "Plan (Descr)" and contains the text "Mechanical Engineering".

8. List the specific requirement of the degree audit you wish to override as it is reflected in the degree audit.



The screenshot shows a form with a label "Please list the requirement of the degree audit you wish to override. *". Below it is a text area with a placeholder text "(e.g., Neuroscience - Systems, Integrative, and Cognitive Neuroscience,") and a large empty box for input.

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9. An example is provided for reference. You will need to view your student's degree audit for your program's specific requirement.

Program of Concentration in Neuroscience	
✗ Not Satisfied	
Description: NSC major requirements Units: 38 required, 14 taken, 24 needed Requirement(s):	
Organic Chemistry	✓ Satisfied
Neuroscience and Related Courses	
✗ Not Satisfied	
Description: Introduction to Neuroscience; Cellular and Molecular Neuroscience; Systems, Integrative, and Cognitive Neuroscience; Neuroscience Laboratory; Neuroscience Electives; Related Course Electives	
Introduction to Neuroscience	✓ Satisfied
Cellular and Molecular Neuroscience	✗ Not Satisfied
Systems, Integrative, and Cognitive Neuroscience	✗ Not Satisfied

10. Describe the override. For course exceptions, include the term of enrollment. Multiple courses may be included for the same specific requirement. For transfer credit, indicate the external subject and course number. For non-coursework clearance, such as a paper or presentation, include the date the requirement was completed.

Please describe the override *

E.G., Please count PHIL 1101 in this area. Include term of enrollment if multiple enrollments/transfer credit in same course. For transfer credit, indicate the external subject and course number.

11. To add an exception for another specific requirement, select “Add Another” and repeat steps 8-10.

+ Add Another

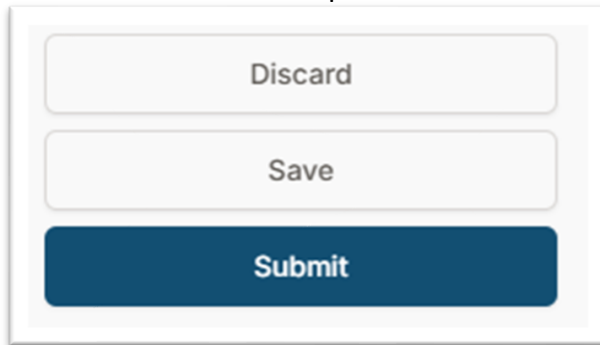
12. **Documentation in support of this request** is required if the DGS does not initiate the request.
*The Graduate School requires documentation of DGS approval.

Documentation in support of this request.

Select a File

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13. Select Submit when complete.



The image shows a rectangular box containing three buttons stacked vertically. The top button is light gray with the text 'Discard'. The middle button is also light gray with the text 'Save'. The bottom button is dark blue with the text 'Submit' in white.

Approval Workflow

The form will route to the Office of Academic Services (OAS) associated with the student's program. If necessary, the OAS will advance the form to their Associate Dean for further review and approval.

Notifications

Users will receive the following email notifications from Kuali.

1. Returned forms
2. Denied forms
3. Process completed

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