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## GRAD: Master’s Track Declaration Workflow User Guide

*Graduate students in certain programs can utilize the GRAD: Master’s Track Declaration workflow form to request to declare or change the thesis/non-thesis option for their master’s degree. Students should refer to the Graduate School [catalog](#) for academic regulations.*

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## Navigating to the GRAD: Master's Track Declaration Workflow

1. Open the GRAD: Master's Track Declaration workflow at <https://vanderbilt.kualibuild.com/app/68372eb8ef7af40282c9f217/run>.
2. The GRAD: Master's Track Declaration workflow form will open. Student VUNetID, First Name, Last Name, and EMPLID will pre-populate.

Student Information			
VUnetID	First Name	Last Name	EMPLID
000000	000000	000000	000000

## Completing the Form

1. Select the applicable program from the drop-down menu.

Select the applicable program for this request: \*

Grad Schl Master of Science

2. Select the appropriate discipline from the drop-down menu.

Select the appropriate discipline for this action: \*

Computer Science - MS

3. Select the desired option: THESIS or NON-THESIS. Please note this selection will supersede any previous selection(s).

**Action**

I am requesting the following action be taken: \*

I am declaring the THESIS option to my degree program.

I am declaring the NON-THESIS option to my degree program.

4. Click Submit.

## Submission

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



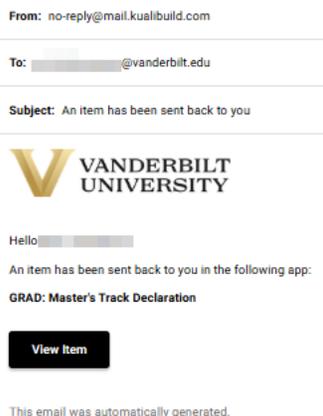
## Approval Process

GRAD: Master's Track Declaration requests route to the following people/offices:

- The program coordinator/manager for your academic program.
- The Director of Graduate Studies for your academic program.
- The Graduate School.
- Upon final approval, the Office of the University Registrar will update your academic record.

## 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.



## Notifications

Notifications about the GRAD: Master's Track Declaration workflow will be sent as follows:

- You will receive email notification when you submit the request.
- You will receive email notification if your request is denied for any reason.
- You will receive email notification if your request is sent back to you for any reason.
- You will receive email notification if your request is approved, once your record has been updated.

Please contact the YES Help Line at [yes@vanderbilt.edu](mailto:yes@vanderbilt.edu) or 615-343-4306 if you have questions about this application.