



Approving a Graduate Transfer Credit Workflow Request

User Guide

A user guide for Directors of Graduate Studies
for approving or denying a request submitted through the
GRAD: Transfer Credit workflow.



User Guide – Approving a GRAD: Transfer Credit Workflow Request

The Kuali workflow application has been implemented for graduate students to request transfer credit. Directors of Graduate Studies will utilize the Kuali workflow application to review transfer credit requests for students in their program. Students and administrators should refer to the Graduate School [catalog](#) for academic regulations.

Contents

Reviewing the GRAD: Transfer Credit Workflow Request	3
Course Information	4
*Approved for Credit.....	4
*VU Equivalent Course.....	4
*Hours to transfer	5
*Quality Hours.....	5
*Course ID	5
Department Office Use	5
*Doctoral/Masters Program Permissions	5
*Degree Audit Exceptions	6
*Official Transcript	6
*Departmental Comments.....	6
Approval Workflow/Timeline	7
Approving the GRAD: Transfer Credit Workflow Request	7
Denying the GRAD: Transfer Credit Workflow Request.....	7
Sending the GRAD: Transfer Credit Workflow Request Back.....	7
Accessing Your Work Queue	8
Accessing the Documents List	8

Reviewing the GRAD: Transfer Credit Workflow Request

1. Once a GRAD: Transfer Credit 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 at the top of the form.

Request for Transfer Credit - Graduate School		
Graduate credit may be transferred from graduate schools in accredited institutions, including prior graduate degrees at Vanderbilt University. Transfer is made only on the recommendation of the chair or director of graduate studies of the major department and approval of the Graduate School.		
Please see the Graduate School Catalog for additional information and policies.		
An official transcript must be on file in YES before this request will be processed.		
First Name	Last Name	Email Address
		@vanderbilt.edu
Select the applicable program: *	Select the applicable department: *	
Graduate Doctoral Degree	Biomedical Engineering - PHD	
	Plan Group	
	Biomedical Engineering - PHD	

3. Review and verify that the coursework accurately reflects what is on the official transcript and is within Graduate School guidelines. Please denote course equivalencies and degree audit exceptions, as needed. Note that the **steps marked with an * below will have been completed during the program coordinator/manager review phase, but can be edited.**

Course Information

- The student will have entered information in the first six columns. Columns with titles starting with (DEPT) are for administrative users. Scroll to these columns or zoom out on your browser setting to see the entire grid at once.

Course Information						
Hours Type *	(DEPT) Approved for Credit? * ?	DEPT (VU Equivalent Course) ?	DEPT (Hours to transfer) * ?	DEPT (Quality Hours?) * ?	(DEPT) Course ID	
Semester H... ▾	<input type="radio"/> Yes <input type="radio"/> No	<input type="text" value="HIST 6000"/>		<input type="radio"/> Yes <input type="radio"/> No		
... ▾	<input type="radio"/> Yes <input type="radio"/> No	<input type="text" value="HIST 6000"/>		<input type="radio"/> Yes <input type="radio"/> No		
			sum: --			

*Approved for Credit

- Indicate Yes/No (or confirm) whether the department approves the course for transfer credit.

(DEPT) Approved for Credit? * ?

Yes
 No

*VU Equivalent Course

- Confirm the equivalent course. Or, begin typing the Vanderbilt subject area and course number, and select from the options that appear. For non-equivalent credit, select 6000.

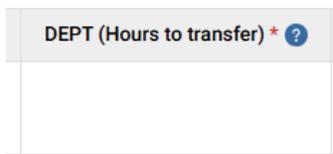
DEPT (VU Equivalent Course) ?

ENGL 5290 -
Spec Top Cr Wr

User Guide – Approving a GRAD: Transfer Credit Workflow Request

*Hours to transfer

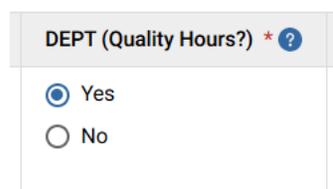
1. Based on the official transcript, enter (or confirm) the number of credit hours to be transferred.



DEPT (Hours to transfer) * ?

*Quality Hours

1. Indicate Yes/No (or confirm) whether the grade should count toward the Vanderbilt GPA.



DEPT (Quality Hours?) * ?

Yes

No

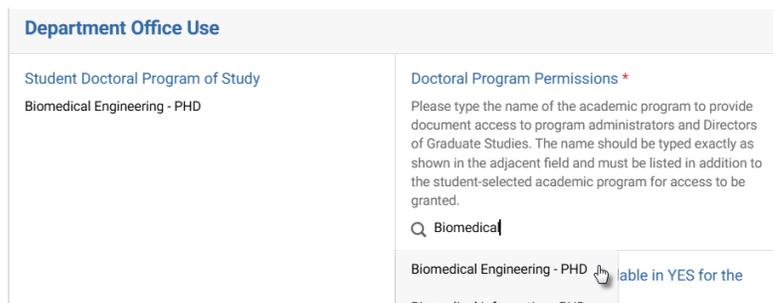
*Course ID

1. This field will auto-fill based on the Vanderbilt course selected in the VU Equivalent Course field.

Department Office Use

*Doctoral/Masters Program Permissions

1. In order to grant appropriate department-level access, begin typing the name of the academic program and select from the options that appear. The selected program should match exactly the student’s choice, which is listed in the box to the left.

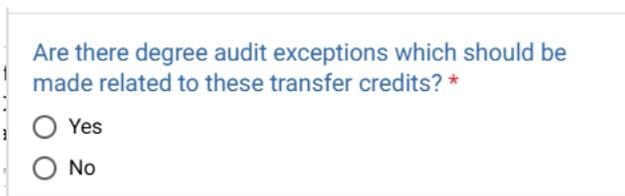


Department Office Use

<p>Student Doctoral Program of Study</p> <p>Biomedical Engineering - PHD</p>	<p>Doctoral Program Permissions *</p> <p>Please type the name of the academic program to provide document access to program administrators and Directors of Graduate Studies. The name should be typed exactly as shown in the adjacent field and must be listed in addition to the student-selected academic program for access to be granted.</p> <p>Q Biomedical</p> <p>Biomedical Engineering - PHD table in YES for the</p> <p>Biomedical Informatics - PHD</p>
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***Degree Audit Exceptions**

1. Indicate Yes/No (or confirm) whether degree audit exceptions need to be made related to these transfer credits.

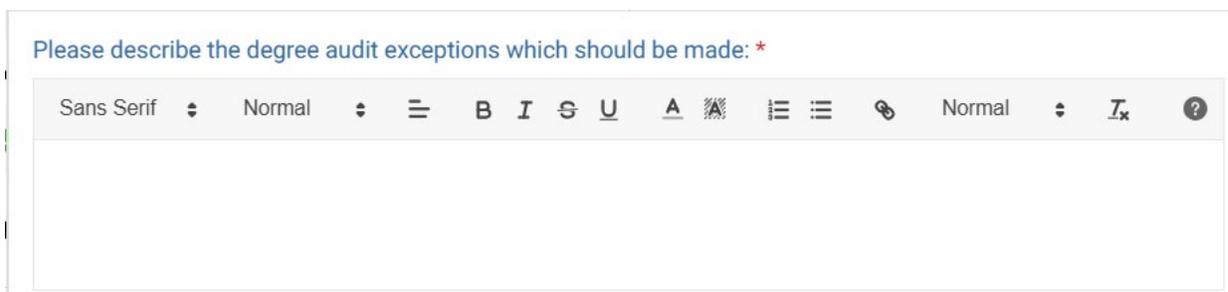


Are there degree audit exceptions which should be made related to these transfer credits? *

Yes

No

2. If yes, you will be prompted to enter details about the degree audit exceptions.



Please describe the degree audit exceptions which should be made: *

Sans Serif Normal **B** *I* U **A** **¶** **☰** **☷** Normal **I_x** ?

***Official Transcript**

1. Indicate Yes/No (or confirm) whether an official transcript listing these credits from the external institution is available in YES. Note: The transfer credit request will not be processed without an official transcript.

***Departmental Comments**

1. Enter Departmental Comments if needed.



Departmental Comments

Sans Serif Normal **B** *I* U **A** **¶** **☰** **☷** Normal **I_x** ?

Approval Workflow/Timeline

The Director of Graduate Studies is the second step in the GRAD: Transfer Credit workflow. Once the DGS approves a request, it routes to the Graduate School. Some requests may also route to the External Education Team in the Office of the University Registrar. Upon final approval, the Office of the University Registrar posts the credits to the student record.

Approving the GRAD: Transfer Credit Workflow Request

1. Click Approve.



2. The request will now be routed to the Graduate School.

Denying the GRAD: Transfer Credit Workflow Request

1. Click Deny.



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

Sending the GRAD: Transfer Credit Workflow Request Back

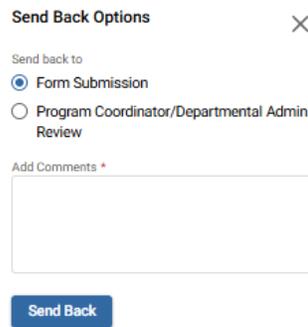
If, during the course of your review, you notice something that requires the student or the program coordinator/manager to change the request, you can send the request back.

1. Click Send Back.



User Guide – Approving a GRAD: Transfer Credit Workflow Request

2. Select Form Submission to return the request to the student or Program Coordinator/Departmental Admin Review to return the request to the program coordinator/manager.



The image shows a 'Send Back Options' dialog box with a close button (X) in the top right corner. Below the title, there is a 'Send back to' section with two radio button options: 'Form Submission' (which is selected) and 'Program Coordinator/Departmental Admin Review'. Below this is an 'Add Comments *' label followed by a large empty text input box. At the bottom of the dialog is a blue 'Send Back' button.

3. Click Send Back. The student or program coordinator/manager 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.

Accessing the Documents List

To see a list of requests in your department, access the home screen at <https://vanderbilt.kualibuild.com/>. Click the GRAD: Transfer Credit tile and you will see a highly configurable listing of all submitted requests. By turning on and off “Columns” and using different filters, you can customize your experience with data elements you may find helpful.

1. To turn columns on and off, click Columns in the top row. A list of available fields will appear. Click on the eyeball icon to add or delete a column from your view.
2. To export data, click Export in the top row. You can select to export either what you see on your screen (Current View), or all available data (All Data).

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