



Approving a Request for Individual Study

User Guide

A user guide for departmental administrators
for approving or denying a request for individual study.



User Guide – Approving a Request for Individual Study

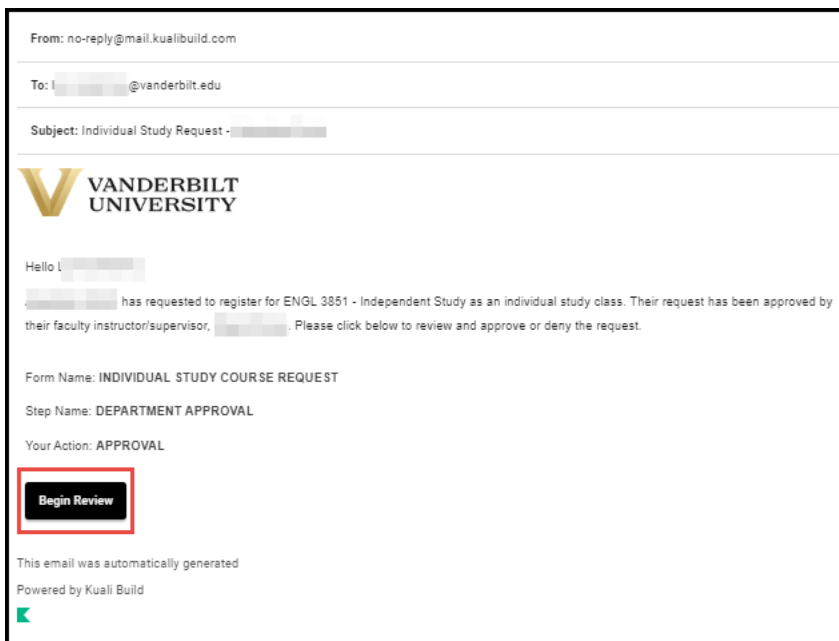
The Kualu workflow application has been implemented for undergraduate students and graduate/professional students in the Divinity School, Graduate School, Law School, Owen Graduate School of Management, Peabody College, the School of Engineering, and the School of Nursing to request enrollment in individual study courses (e.g., independent study, directed research, etc.). A link to the individual study webform is available for undergraduate students in YES. Departmental administrators will utilize the Kualu workflow application to review individual study requests for their students.

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Reviewing the Individual Study Enrollment Request

1. Once a student has submitted a request for individual study in your department that has been approved by the instructor, you will receive an email with information about the student, the course, and the instructor. Click Begin Review to access the form.



2. Information about the student is pre-populated in the Student Information section.

Student Information			
VUNetID 00[redacted]	First Name [redacted]	Last Name [redacted]	
Current Undergraduate Student N	Current Graduate Student N	Current Professional Student N	Current Non-Traditional Student N
Home School * Search or select your home school from the list. Blair School of Music			

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3. Details about the course in which the student has requested to enroll will appear in the Course Information section. Course Description and Minimum/Maximum Credit Hours populate from data in the student information system.

Course Information	
Subject * Select the subject of the course you are requesting. This is used to route your request for approval. ENGL - English	
Course Search * Begin typing the four-letter subject code (all caps) to select from independent study-eligible courses. 3851 - Independent Study	
Course Description Designed primarily for majors. Projects are arranged with individual professors and must be confirmed with the director of undergraduate studies within two weeks of the beginning of classes; otherwise the student will be dropped from the 3851 rolls. May be repeated for a total of 6 credits in 3851 and 3852 combined if there is no duplication in topic, but students may earn only up to 3 credits per semester of enrollment. [1-3; maximum of 6 credits total for all semesters of ENGL 3851 and 3852] (No AXLE credit)	
Minimum Credit Hours	Maximum Credit Hours
1	3

4. The Credit Hours Requested, Year, and Term reflect information provided by the student. In addition, if the student wishes to drop another class if enrolled in the individual study section, that information will also appear.

Credit Hours Requested * How many credit hours do you propose to earn for this course? Credits must fall within the minimum and maximum credit hours shown above. 2	
Year * Enter the calendar year of the term in which you wish to enroll; e.g., enter "2023" for Spring, Summer, or Fall 2023. 2023	Term * 2023 Spring
If approved, will you need to drop a course? * Yes	Enter the course you wish to drop: ENGL 2345

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- Students must provide a title of their project, along with a detailed study description. If desired, you can make edits to the title or the information provided in the study description. (You will also have the option to return the request to the student or the instructor to make these changes themselves.)

Project/Study Description

Title of Project/Study
Limit 240 characters.
Approaches to Faulkner's *The Sound and the Fury*

Which faculty member will supervise your study? *

Instructor - User Lookup *

Note: This field is used to look up your instructor for approval routing and may take a few seconds to populate. You will not be able to submit until your selected instructor's name appears below.

Select an option: *

Enter study description manually
 Upload a document with study description

Your study description should include information such as:

- arrangements for meeting with your faculty adviser, including meetings timeline
- study outcomes
- your responsibilities

Study Description

I will meet with the instructor once per week and write three 5-page papers during the course of the semester, followed by a 20-page paper at the end of the semester.

- Any comments left by the instructor will be reflected in the Instructor Comments box.

Office Use Only

Instructor Comments

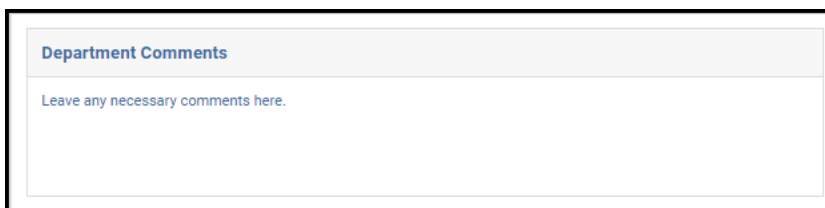
Leave any necessary comments here.

Approval Workflow/Timeline

The departmental administrator is the second step for most individual study enrollment requests. Once the departmental administrator approves a request, it routes to the student's Office of Academic Services.

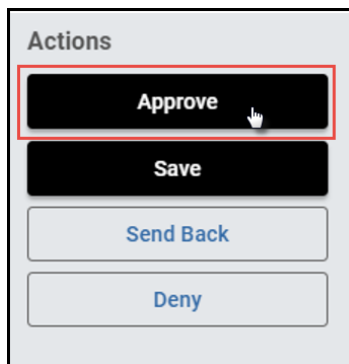
Approving the Individual Study Request

1. Leave a comment in the Department Comments box, if desired. Comments will be visible to administrators (Office of Academic Services, Office of the University Registrar, etc.), but not to the student.



A screenshot of a web form titled "Department Comments". The title is in blue text at the top left. Below the title is a large, empty text area with a light gray border. A small blue link "Leave any necessary comments here." is positioned at the top left of the text area.

2. Click Approve.

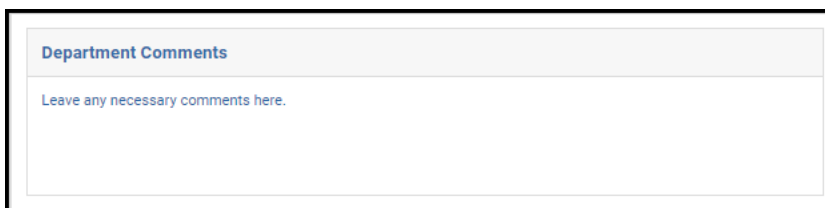


A screenshot of a vertical "Actions" menu. The title "Actions" is at the top. Below it are four buttons: "Approve" (black with white text, highlighted with a red border and a mouse cursor), "Save" (black with white text), "Send Back" (light gray with blue text), and "Deny" (light gray with blue text).

3. The request will now be routed to the student’s Office of Academic Services.

Denying the Individual Study Request

1. Leave a comment in the Department Comments box, if desired. Comments will be visible to administrators (Office of Academic Services, Office of the University Registrar, etc.), but not to the student.



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2. Click Deny.

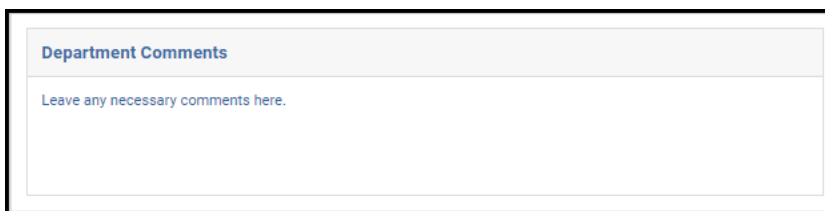


3. The student will be notified via email that the request has been denied.

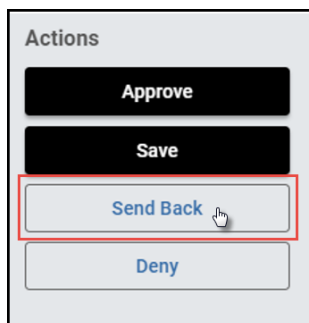
Sending the Individual Study Request Back to the Student

If, during the course of your review, you notice something that requires the student or the instructor to change the request (for example, the wrong number of credit hours was entered), you can send the request back to the student or to the instructor.

1. Leave a comment in the Department Comments box, if desired. Comments will be visible to administrators (Office of Academic Services, Office of the University Registrar, etc.), but not to the student.

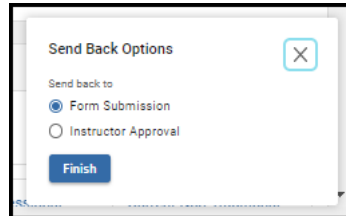


2. Click Send Back.



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3. Select to whom the form should be returned: the student (Form Submission) or the instructor (Instructor Approval).



4. The student or instructor 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/app/builder/#/actions>.

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