



Approving a Request for Individual Study

A guide for users in the schools' Offices of Academic Services



User Guide – Approving a Request for Individual Study - OAS

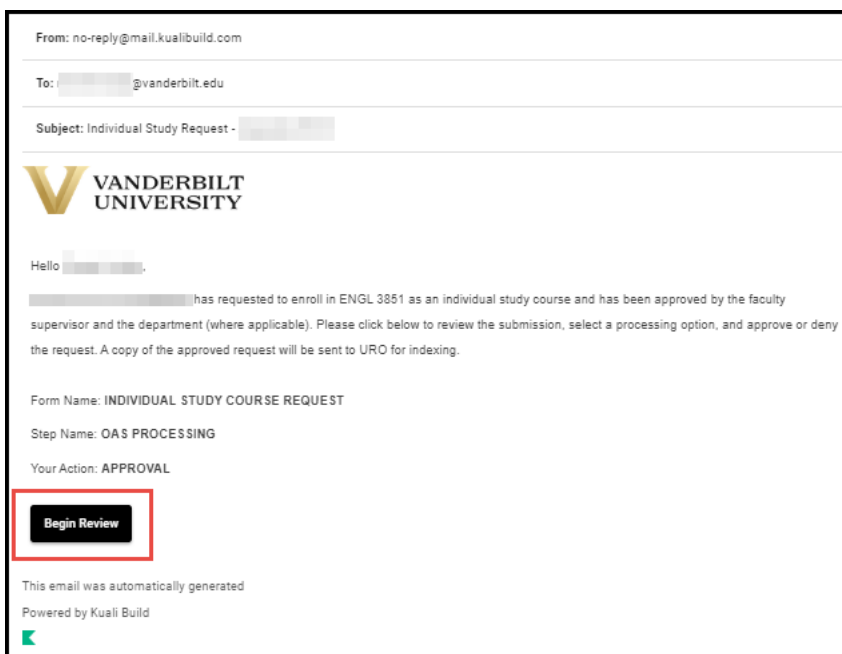
The Kualo workflow application has been implemented for undergraduate students and graduate/professional students in the Divinity School, Graduate School, Law School, Owen Graduate School of Management, Peabody College, the School of Engineering, and the School of Nursing to request enrollment in individual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

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Reviewing the Individual Study Enrollment Request

1. Once a student in your school has submitted a request for course withdrawal and that request has been approved by the instructor and an administrator (e.g., Director of Undergraduate Studies) of the department offering the course, you will receive an email with information about the student and the course. Click Begin Review to access the form.



The form will open to the approval section. Please scroll to the top of the page to see information about the student and course.

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

The screenshot shows a form titled "Student Information" with the following fields:

VUnetID 000 [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.

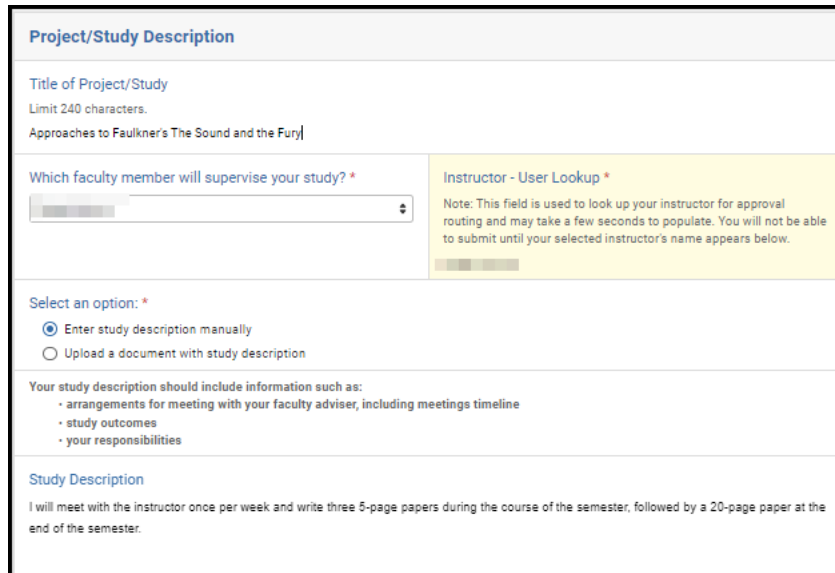
Course Information	
Subject * Select the subject of the course you are requesting. This is used to route your request for approval. ENGL - English	
Course Search * Begin typing the four-letter subject code (all caps) to select from independent study-eligible courses. 3851 - Independent Study	
Course 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, the instructor, or the departmental administrator to make these changes themselves.)



The screenshot shows a form titled "Project/Study Description". It includes a text field for the "Title of Project/Study" with a 240-character limit and the example text "Approaches to Faulkner's The Sound and the Fury". Below this is a dropdown menu for "Which faculty member will supervise your study?". To the right is a yellow "Instructor - User Lookup" box with a note: "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." Below the dropdown is a "Select an option" section with two radio buttons: "Enter study description manually" (selected) and "Upload a document with study description". A list of requirements follows: "Your study description should include information such as: - arrangements for meeting with your faculty adviser, including meetings timeline - study outcomes - your responsibilities". At the bottom is a "Study Description" text area containing the text: "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.



The screenshot shows a section titled "Office Use Only" containing a box labeled "Instructor Comments". Inside the box is the text: "Leave any necessary comments here."

- Any comments left by the departmental administrator will be reflected in the Department Comments box.



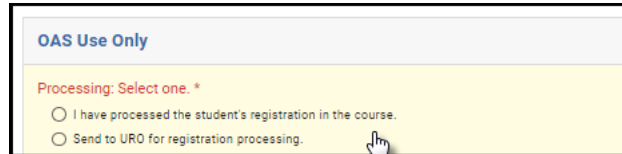
The screenshot shows a box labeled "Department Comments". Inside the box is the text: "Leave any necessary comments here."

Approval Workflow/Timeline

The Office of Academic Services is the final step in the individual study workflow process. Once the OAS approves a request, they can either process it themselves or send to the Office of the University Registrar for processing.

Approving the Individual Study Enrollment Request

1. If you approve the request, you can either process the request yourself in PeopleSoft or send it to the URO for processing. Select the appropriate processing option.



OAS Use Only

Processing: Select one. *

I have processed the student's registration in the course.

Send to URO for registration processing.

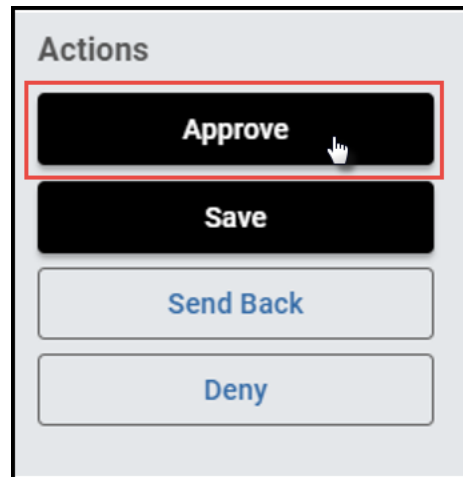
NOTE: If you are processing the enrollment request in PeopleSoft, please take care to note the Submission Date —this is the effective date that should be utilized for processing the request in PeopleSoft.



Submission Date

9/22/2022

2. Click Approve.



Actions

Approve

Save

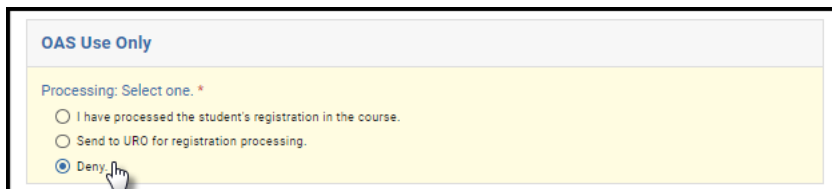
Send Back

Deny

3. The request will now be routed to the Office of the University Registrar:
 - a. Requests that the OAS processed in PeopleSoft will be indexed in DocFinity.
 - b. Requests that the OAS sent to the URO for processing will be processed and indexed in DocFinity.

Denying the Individual Study Enrollment Request

1. Select Deny from the Processing Options.

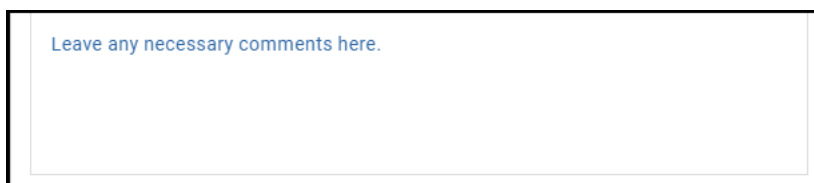


OAS Use Only

Processing: Select one. *

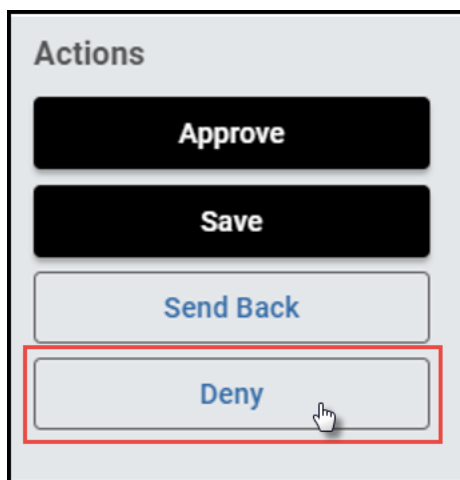
- I have processed the student's registration in the course.
- Send to URO for registration processing.
- Deny

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



Leave any necessary comments here.

3. Click Deny.



Actions

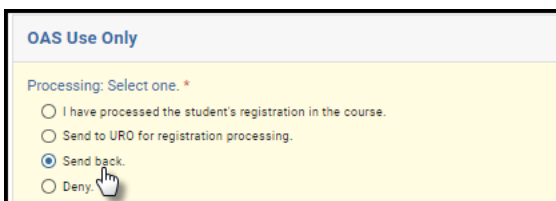
- Approve
- Save
- Send Back
- Deny

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

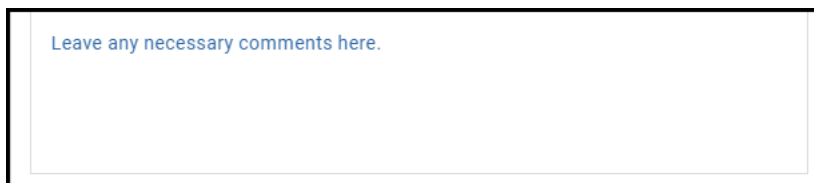
Sending the Individual Study Enrollment Request Back to the Student, Instructor, or DUS

If, during the course of your review, you notice something that requires the student, instructor, or departmental administrator to update the request (for example, the student selected the wrong course), you can send the request back.

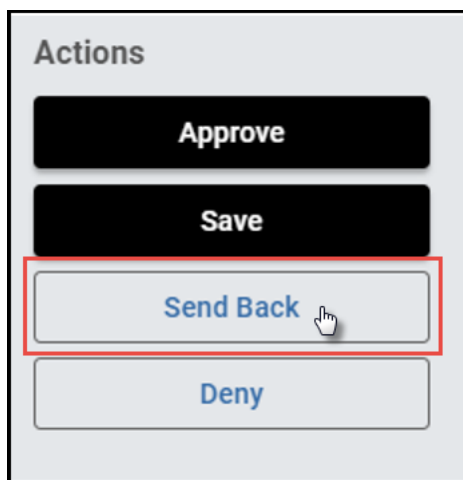
1. Select Send Back from the Processing Options.



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

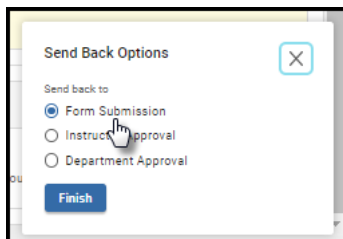


3. Click Send Back.



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4. Select to whom the form should be sent back—the student (Form Submission), the instructor (Instructor Approval), or the departmental administrator (Department Approval). Click Finish.



5. The student, instructor, or departmental administrator 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.