



Approving a Graduate Master's Track Declaration Workflow Request

User Guide

A user guide for graduate program coordinators and managers for approving or denying a request submitted through the GRAD: Master's Track Declaration workflow.



User Guide – Approving a GRAD: Master’s Track Declaration Workflow Request

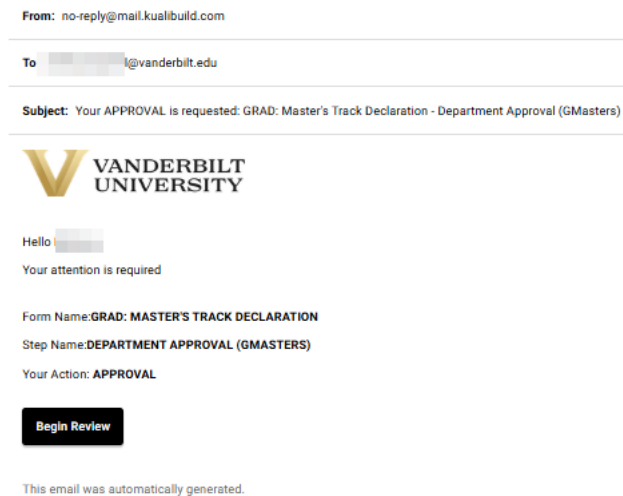
The Kualu workflow application has been implemented for graduate students in certain programs to declare the thesis or non-thesis track for the master’s degree. Graduate program coordinators and managers will utilize the Kualu workflow application to review these requests for students in their programs. Students and administrators should refer to the Graduate School [catalog](#) for academic regulations.

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Reviewing the GRAD: Master’s Track Declaration Workflow Request

1. Once a GRAD: Master’s Track Declaration 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 in the Student Information section.

Student Information			
VUnetID	First Name	Last Name	EMPLID
			0000
Select the applicable program for this request: *			
Grad Schl Master of Science			
Select the appropriate discipline for this action: *		Program Permissions *	
Computer Science - MS		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.	
		Q	

3. The selected action appears in the Action section.

Action
I am requesting the following action be taken: *
I am declaring the THESIS option to my degree program.

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Approval Workflow/Timeline

The graduate program coordinator/manager is the first step in the GRAD: Master’s Track Declaration approval workflow. Once the graduate program coordinator/manager approves a request, it routes to the Director of Graduate Studies and then to the Graduate School for final review and approvals. Upon final approval, the request routes to the Office of the University Registrar for processing.

Setting Program Permissions

To route the form appropriately and grant access to program administrators and Directors of Graduate Studies, you will need to set program permissions in the Student Information section.

1. Begin typing the name of the program exactly as it appears in the box to the left. Select the program from the options that appear.

Select the appropriate discipline for this action: *

Computer Science - MS

Program Permissions *

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.

Q Compu

Computer Science - MS

Electrical & Computer Eng - MS

Action

Approving the GRAD: Master’s Track Declaration Workflow Request

1. Leave any comments in the Departmental Comments box. These comments will be visible to administrators (DGS, Graduate School, URO), but not to students.

Departmental Comments

Captured as part of the student's academic record. NOTE: For requests that are denied, comments entered here will be visible to the student in the denial notification email.

2. Click Approve.

Deny Send Back Approve

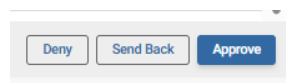
3. The request will now be routed to the Director of Graduate Studies.

Denying the GRAD: Master’s Track Declaration Workflow Request

1. Add a comment in the Departmental Comments section. Comments here will be included in the denial notification email to the student.



2. Click Deny.

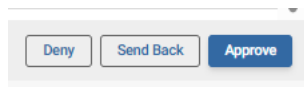


3. The student will be notified via email that the request has been denied.

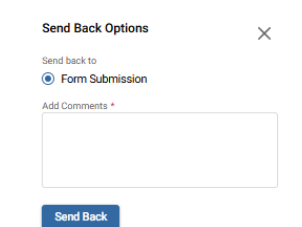
Sending the GRAD: Master’s Track Declaration Workflow Request Back

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

1. Click Send Back.



2. Select Form Submission to return the request back to the student.



3. Click Send Back. The student 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: Master’s Track Declaration 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.