Approving a Graduate Master's Track Declaration Workflow Request
User Guide

A user guide for school administrators
for approving or denying a request submitted through the
GRAD: Master's Track Declaration workflow.

V
VANDERBILT
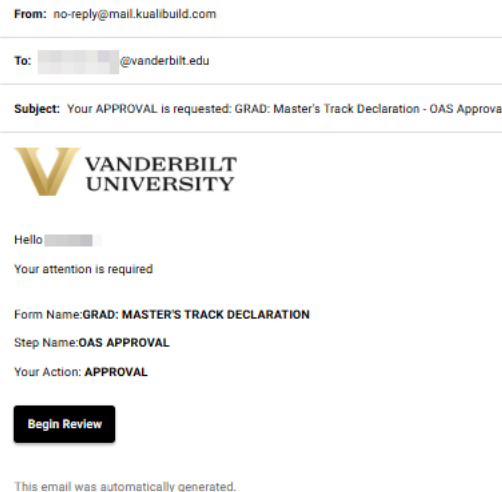Office of the
University Registrar

The Kuali workflow application has been implemented for graduate students in certain programs to declare the thesis or non-thesis track for the master's degree. School administrators will utilize the Kuali 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.

3. The selected action appears in the Action section.

4. Any comments left by the program coordinator/manager or the Director of Graduate Studies will appear in the Departmental Comments box.

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.
Sample GPCM comment

Approval Workflow/Timeline

The Graduate School is the final step in the GRAD: Master's Track Declaration approval workflow, after the program coordinator/manager and the Director of Graduate Studies. Upon final approval, the request routes to the Office of the University Registrar for processing.

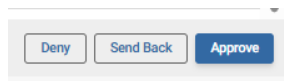## Approving the GRAD: Master's Track Declaration Workflow Request

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

Graduate School 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 Office of the University Registrar.

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, program coordinator/manager, or DGS to change the request, you can send the request back.

1. Click Send Back.

2. Select Form Submission to return the request to the student, Department Approval to send the request back to the program coordinator/manager, or DGS Approval to send back to the DGS.

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