Approving a UGRD/PROF Class Workflow Request
User Guide

A user guide for Directors of Graduate Studies
for approving or denying a request submitted through the
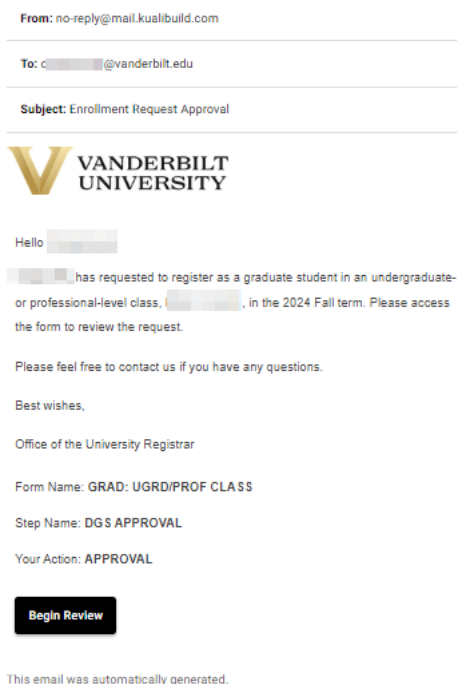UGRD/PROF Class workflow.

The Kuali workflow application has been implemented for graduate students to request to enroll in an undergraduate- or professional-level class. Directors of Graduate Studies 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.

Contents

Reviewing the UGRD/PROF Class Workflow Request

1. Once an UGRD/PROF Class 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. Course Information includes term, class, and instructor information.

Course Information

Calendar Year *	Term *	Select class: *
2024	2024 Fall	In all caps, begin typing the subject code to produce the offerings from the term selected to the right. Please note it may take some time for the courses to load.

Please verify the following is correct for the class you have selected.

Subject		Catalog Number		Class Section	

Class Title	Instructor ⓘ Name	First Name	Preferred First Name	Last Name	Instructor VUnetID

4. The Justification section includes information the student provided about why they need to take the class and any additional assignments they will complete for graduate-level credit.

Justification

Describe why you need to take this course as a part of your graduate program. *

This is the sample justification entered by the student.

List the assignments you must complete which are in addition to the work assigned to the undergraduate or professional student. *

This is the sample extra assignments entered by the student.

5. Any comments left by the instructor will appear in the Instructor comments box.

Instructor Use

Instructor comments ⓘ

Comments left here will be included in the approval or denial message to the student. If there are any additional requirements not indicated by the student, please add those here.

Approval Workflow/Timeline

The DGS is the third step in the UGRD/PROF Class Workflow, after the instructor and the graduate program coordinator/manager. Once the DGS approves a request, it routes to the Graduate School for final review and approvals. Upon final approval, the request routes to the Office of the University Registrar for processing.

Approving the UGRD/PROF Class Workflow Request

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

Department Use

Department comments (including Degree Audit Exceptions)
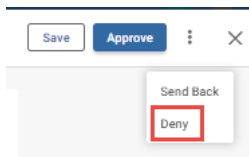
2. Click Approve.

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

Denying the UGRD/PROF Class Workflow Request

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

Department Use

Department comments (including Degree Audit Exceptions)
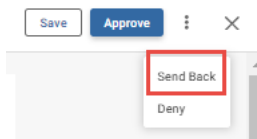
2. Click Deny.

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

Sending the UGRD/PROF Class Workflow Request Back

If, during the course of your review, you notice something that requires the student, instructor, or program coordinator/manager 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, Instructor Approval to return the request to the instructor, or Program Administrator Approval to return the request to the program coordinator/manager.
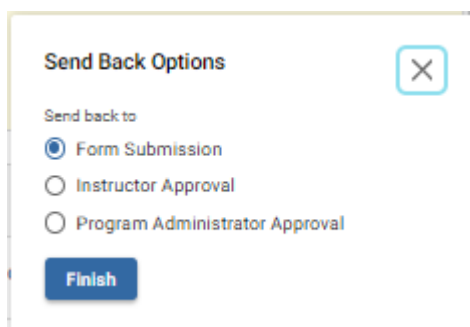
3. Click Finish. The user will be notified via email that the request has been sent back for additional action.

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.

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