



Approving a UGRD/PROF Class Workflow Request

User Guide

A user guide for Graduate School administrators
for approving or denying a request submitted through the
UGRD/PROF Class workflow.



User Guide – Approving a UGRD/PROF Class Workflow Request

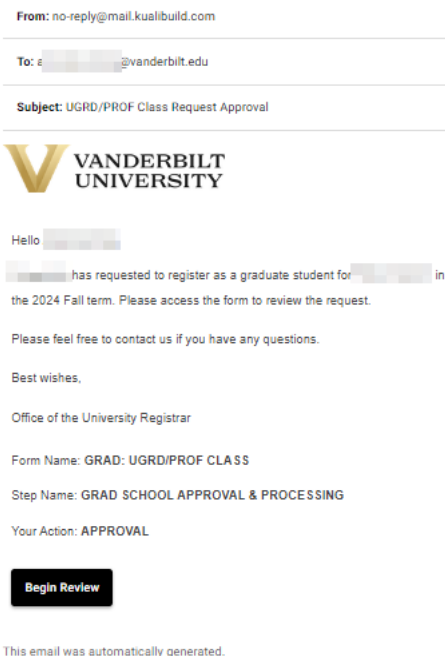
The Kualu workflow application has been implemented for graduate students to request to enroll in an undergraduate- or professional-level class. Graduate School administrators will utilize the Kualu workflow application to review these enrollment requests. Students and administrators should refer to the Graduate School [catalog](#) for academic regulations.

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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.

Student Information			
First Name	Last Name	Email Address	VUnetID
[redacted]	[redacted]	[redacted]@vanderbilt.edu	[redacted]
Select the applicable program for this request. *		Select the applicable department for this request. *	
Graduate Doctoral Degree		Biomedical Engineering - PHD	

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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	
[Redacted]		[Redacted]		[Redacted]	
Class Title	Instructor Name	First Name	Preferred First Name	Last Name	Instructor VUnetID
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]

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.

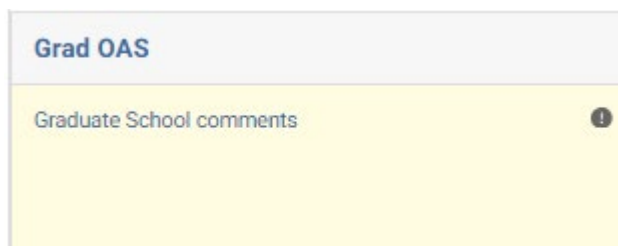
Instructor Use
Instructor comments
Comments left here will be included in the approval or denial message to the student. If there are any additional requirements not indicated by the student, please add those here.

Approval Workflow/Timeline

The Graduate School is the final step in the UGRD/PROF Class Workflow, after the course instructor and the graduate program coordinator/manager and DGS of the student’s department. Once the Graduate School approves a request, it routes to the Office of the University Registrar for processing.

Approving the UGRD/PROF Class Workflow Request

1. Leave any comments in the Graduate School comments box.



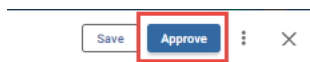
A screenshot of a web form titled "Grad OAS". Below the title is a yellow box labeled "Graduate School comments" with a small information icon in the top right corner.

2. Indicate whether or not degree audit exceptions are needed.



A screenshot of a web form with the question "Are there any Degree Audit Exceptions needed? *". Below the question are two radio button options: "Yes" and "No". The "No" option is selected.

3. Click Approve.

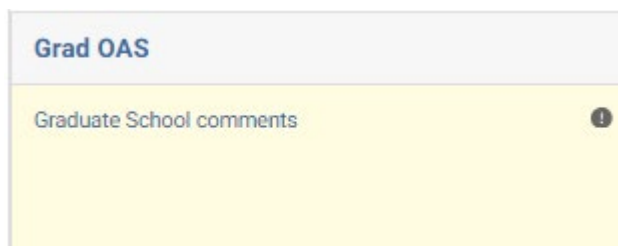


A screenshot of a web form showing two buttons: "Save" and "Approve". The "Approve" button is highlighted with a red box.

4. The request will now be routed to the Office of the University Registrar for processing.

Denying the UGRD/PROF Class Workflow Request

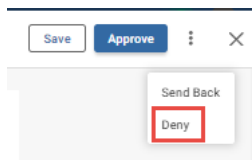
1. Add a comment in the Graduate School comments section. Comments here will be included in the denial notification email to the student.



A screenshot of a web form titled "Grad OAS". Below the title is a yellow box labeled "Graduate School comments" with a small information icon in the top right corner.

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2. Click Deny.

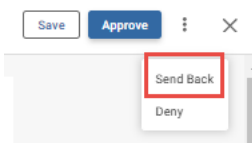


3. The student will be notified via email that the request has been denied.

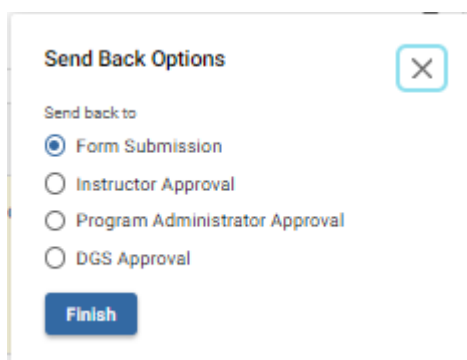
Sending the UGRD/PROF Class Workflow Request Back

If, during the course of your review, you notice something that requires the student, instructor, 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, Instructor Approval to return the request to the instructor, Program Administrator Approval to return the request to the program coordinator/manager, or DGS Approval to return the request to the DGS.



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.