Approving a Doctoral Actions Workflow Request

User Guide

A user guide for directors of graduate studies or
departmental administrators for approving or denying
a request submitted through the doctoral actions workflow.

The Kuali workflow application has been implemented for graduate students to request to appoint or modify their Ph.D. committee, schedule or modify their qualifying exam, schedule or modify their dissertation defense, request to extend the deadline to enter candidacy, request to extend candidacy, and/or submit exam or defense results. Departmental administrators will utilize the Kuali workflow application to review doctoral workflow requests for their students. Students and administrators should refer to the Graduate School catalog for academic regulations.

Contents

Reviewing the Doctoral Actions Workflow Request

1. Once a request for doctoral action has been directed to you, you will receive an email. Click Begin Review to access the form.

Subject: Approval: Doctoral Actions Request

VANDERBILT UNIVERSITY

Hello Sharece,

There has been a doctoral request submitted for your review. Please click below to review the form, leave any necessary comments, and approve or deny the request.

Form Name: **DOCTORAL ACTIONS**

Step Name: **DIRECTOR OF GRADUATE STUDIES APPROVAL**

Your Action: **APPROVAL**

Begin Review

2. Information about the student appears in the Student Information section.

EMPLID *	VUnetID	First Name	Last Name
000:			

Email Address

@vanderbilt.edu

Select your academic program:
Biomedical Engineering - PHD

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.

Biomedical Engineering - PHD

3. The Action(s) Requested section reflects the student's choice(s) of doctoral actions (appoint or modify their Ph.D. committee, schedule or modify their qualifying exam, schedule or modify their dissertation defense, request to extend the deadline to enter candidacy, request to extend candidacy, and/or submit exam or defense results. Please refer to the Graduate School catalog for detailed information about requirements.

Action(s) Requested

Refer to the Graduate Catalog for detailed information about requirements.

Please select the applicable action(s): *

Appoint or modify the Ph.D. Committee

Appoint or Modify the Ph.D. Committee

1. The selected action (Create or Modify) is reflected in the Action section.

Action

Committee action (select one): *

Create a new committee (Any and all existing committee members will be replaced)

2. Committee members are listed, and any additional documentation required for non-Graduate Faculty is provided in the File Upload section.

New Committee: Members of the Committee

Name	VU Department/Program (or Non-VU Institution)	Committee Role	Email (Non-VU Only)

File Upload

Upload curriculum vitae (if necessary)
No file attached

Upload justification memo (if necessary)
No file attached

Schedule or Modify the Qualifying Exam

1. The selected action (Schedule or Modify) is reflected in the Qualifying Exam Action section. **The Graduate School must be notified at least two weeks in advance.**

Qualifying Exam Action: *
Modify an existing qualifying exam

Date and Location of Qualifying Exam
The Graduate School must be notified at least two weeks in advance.

Date of Qualifying Exam *	Qualifying Exam Time *	Qualifying Exam Location *
Submissions must be at least 2 weeks out.		

Schedule or Modify the Dissertation Defense

1. The selected action (Schedule or Modify) is reflected in the Defense Action section. **The Graduate School must be notified at least two weeks in advance.**

Defense Action *
Schedule a new dissertation defense

Expected Graduation Term

Date and Location of Dissertation Defense

Defense Date *	Defense Time *	Defense Location *

Dissertation Title
The dissertation title must be entered in title case format.

Extend Deadline for Qualifying Exam

Extend Deadline for Qualifying Exam

Please enter the month, day, and year for the extension of the deadline to complete the Qualifying exam. *

Students should refer to Academic Regulations in the Graduate School Catalog. Catalogs may be found here. Students should check program regulations as individual programs may have additional requirements.

August 3, 2023

Please provide a rationale for this extension request. *

Extend Candidacy

Extend Candidacy

Please enter the month, day, and year for the extension of the deadline to complete dissertation defense requirements for Ph.D. degree conferral.

Students should refer to Academic Regulations in the Graduate School Catalog. Catalogs may be found here. Students should check program regulations as individual programs may have additional requirements.

October 13, 2023

Please provide a rationale for this extension request.

Qualifying Exam Results

Qualifying Exam Results

IMPORTANT: After the examination, this form should be initiated by the student, including final outcome and dates. This form will be automatically routed to the program office and the Director of Graduate Studies before being routed to the Graduate School.

| Date of Qualifying Exam *	Date of Final Outcome *	Exam Result *
January 24, 2025	January 24, 2025	Passed

Defense Results

Dissertation Defense Results

IMPORTANT: Following the oral defense, this form should be initiated by the student. This form will be routed to the department or program office and reviewed by the program administrator and the Director of Graduate Studies, and finally routed to the Graduate School.

Date of the dissertation defense *	Defense Result *
January 24, 2025	Passed

Approval Workflow/Timeline

Doctoral Action requests route first to the program administrator for review. The Director of Graduate Studies is the second step in the workflow. Once the DGS approves a request, it routes to the Graduate School for final reviews and then to the Office of the University Registrar for processing.

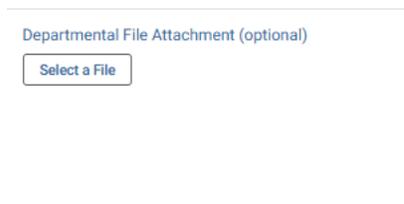## Approving the Doctoral Actions Workflow Request

1. Leave a comment in the Department Comments box, if desired. Comments will be visible to administrators, but not to the student.
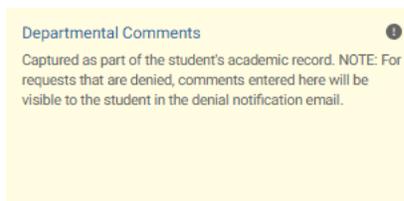
   Departmental Comments ⓘ

   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. Attach a file, if needed.

   Departmental File Attachment (optional)

   Select a File

3. Click Approve.

   Save **Approve** ⋮ ✕

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

Denying the Doctoral Actions Workflow Request

1. Leave a comment in the Department Comments box, if desired. **NOTE:** Any comments in this box, whether left by the Graduate School or the departmental administrator, **will be included** in the denial notification email sent to the student.
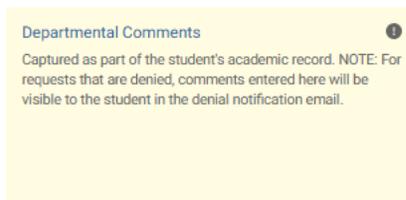

2. Click Deny.

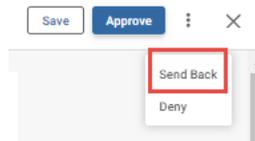3. The student will be notified via email that the request has been denied.

Sending the Doctoral Actions Workflow Request Back to the Student or the Departmental Administrator

If, during the course of your review, you notice something that requires the student or the program administrator to change the request, you can send the request back.
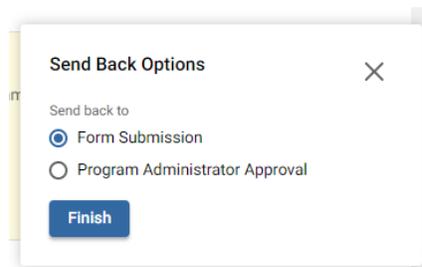
1. Leave a comment in the Department Comments box, if desired. Comments left in this box will be visible to administrators but not to the student.
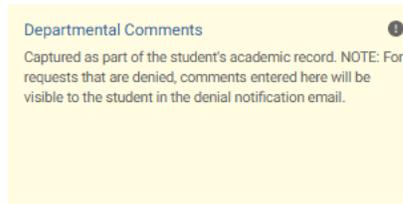
2. Click Send Back.

3. Select to whom the form should be returned: the student (Form Submission) or the Program Administrator (Program Administrator Approval).

4. Add comments. These will be included in the send back notification.

5. 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.

Accessing the Documents List

To see a list of doctoral action requests in your department, access the home screen at https://vanderbilt.kualibuild.com/. Click the Doctoral Actions 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 my find helpful. (A helpful starting point is here: https://vanderbilt.kualibuild.com/document-list/64108a7cf4e2d81965298e12.)

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.