



Approving a GRAD: Course Audit Workflow Request

User Guide

A user guide for instructors for approving or denying a request submitted through the GRAD: Course Audit workflow.



User Guide – Approving a GRAD: Course Audit Workflow Request

The Kuali workflow application has been implemented for graduate students to request to enroll in a class as auditors. Instructors will utilize the Kuali workflow application to review requests for audit enrollment in their class. Students should refer to the Graduate School [catalog](#) for academic regulations.

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Reviewing the GRAD: Course Audit Workflow Request

1. Once a student has requested to audit your class via the GRAD: Course Audit Workflow, 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		
EMPLID *	First Name	Last Name
000 [redacted]	[redacted]	[redacted]

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3. The Course Selection and Selected Course sections include term, class, and instructor information.

Course Selection		
Calendar year of the term in which you request to audit a course: *	Select the appropriate term: *	Select the appropriate course. Start by typing in the subject area (in ALL CAPS) followed by the course number. *
2024	2024 Fall	<input type="text"/>

Selected Course		
Class	Class Title	
<input type="text"/>	<input type="text"/>	
Meeting Pattern (MTWRF)	Meeting Time Start	Meeting Time End
MWF	10:10 AM	11:00 AM
Instructor VUNetID	Instructor Name *	
<input type="text"/>	<input type="text"/>	

4. If the student uploaded additional approvals, documentation will appear in the Authorization section.

Authorization
Please upload documentation of instructor approval to override scheduling conflicts, if any.
<input type="button" value="Select a File"/>

Approval Workflow/Timeline

The instructor of the class is the first step in the approval process for graduate student audit requests. Once the instructor 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.

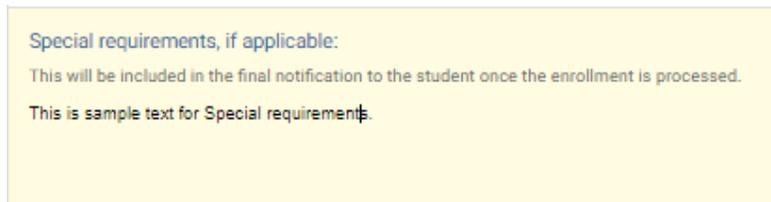
Approving the GRAD: Course Audit Workflow Request

1. Ensure that you have checked the classroom capacity and the student may be enrolled as an auditor.

Instructor's Approval and Requirements
By approving this request, I give the student named above permission to audit the class indicated. Special requirements, if any, are listed below.
Enrollment Capacity
<input type="radio"/> I have checked the capacity and the student may be enrolled as an auditor in this section.

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2. Add any special requirements, if applicable. Text listed here will be included in a final notification to the student.



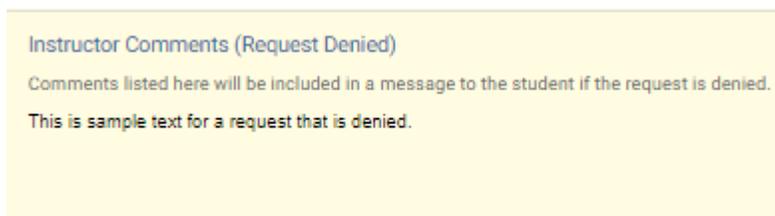
3. Click Approve.



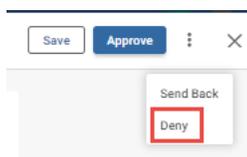
4. The request will now be routed to the Graduate School.

Denying the GRAD: Course Audit Workflow Request

1. Add comments in the Instructor Comments box, if desired. Comments left here will be included in the denial notification to the student.



1. Click Deny.

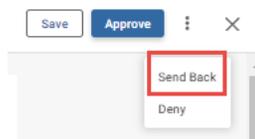


2. The student will be notified via email that the request has been denied.

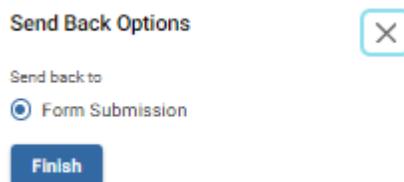
Sending the GRAD: Course Audit Workflow Request Back to the Student

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 to the student.



3. Click Finish. 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.

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