



## Doctoral Actions Workflow User Guide

Graduate students can utilize the Doctoral Actions form 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, submit the results of the qualifying exam, and/or submit the results of the dissertation defense.

Students should refer to the Graduate School [catalog](#) for academic regulations. Students should check program regulations as individual programs may have additional requirements.

Please note the following deadlines:

- Appoint/modify Ph.D. committee: Two weeks prior to the exam or defense date
- Schedule/modify qualifying exam: Two weeks prior to the exam date
- Schedule/modify dissertation defense: Two weeks prior to the defense date
- Exam and dissertation results should be submitted immediately.

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## Navigating to the Doctoral Actions Workflow

1. Open the Doctoral Actions workflow at <https://vanderbilt.kualibuild.com/app/builder/app/64108a7cf4e2d81965298e12/run>.
2. The Doctoral Actions workflow form will open. Student EMPLID, VUNetID, First Name, Last Name, and Email Address will pre-populate.

Student Information			
EMPLID *	VUNetID	First Name	Last Name
000			
Email Address			
@vanderbilt.edu			

## Completing the Form

1. Select your academic program from the drop-down menu. This will be used for routing the form to the appropriate approvers.

Select your academic program:

- Epidemiology
- Epidemiology
- Action(s) Requested

2. Select the applicable action(s) for your request.

**Action(s) Requested**  
Refer to the [Graduate Catalog](#) for detailed information about requirements.

Please select all that apply: \*

- Appoint or modify the Ph.D. Committee
- Schedule or modify the qualifying exam
- Schedule or modify the dissertation defense
- Extend deadline to enter candidacy (Qualifying Exam Extension)
- Extend candidacy (to defend and graduate)
- Submit the results of the qualifying exam
- Submit the results of the dissertation defense

3. Click Next.



## Appoint or Modify the Ph.D. Committee

1. Select the appropriate action.

**Action**

Committee action (select one): \*

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

Modify existing committee (Add or remove individual members from an existing committee)

### Create a new committee

Any and all existing committee members will be replaced.

- a. Add information for each committee member.

New Committee: Members of the Committee			
Name *	VU Department/Program (or Non-VU Institution) *	Committee Role *	Email (Non-VU Only)
		<input type="radio"/> Chair <input type="radio"/> Co-Chair <input type="radio"/> Committee Member	<input type="text"/>
		<input type="radio"/> Chair <input type="radio"/> Co-Chair <input type="radio"/> Committee Member	<input type="text"/>
		<input type="radio"/> Chair <input type="radio"/> Co-Chair <input type="radio"/> Committee Member	<input type="text"/>
		<input type="radio"/> Chair <input type="radio"/> Co-Chair <input type="radio"/> Committee Member	<input type="text"/>
		<input type="radio"/> Chair <input type="radio"/> Co-Chair <input type="radio"/> Committee Member	<input type="text"/>

- b. Select Add Another Row as necessary.

- c. Upload necessary files for requests to appoint a non-Graduate Faculty or someone from outside the university.

**File Upload**

Upload curriculum vitae (if necessary)

Upload justification memo (if necessary)



## Modify existing committee

Add or remove individual members from an existing committee.

- a. Add, Delete, or Change role for one or multiple members of the committee.

Modify Committee: Members of the Committee

Action *	Name *	VU Department/Program or Non-VU Institution *	Committee Role *	Email (Non-VU Only)	
<input type="radio"/> Add <input type="radio"/> Delete <input type="radio"/> Change role			<input type="radio"/> Chair <input type="radio"/> Co-Chair <input type="radio"/> Committee Member		

- b. Select Add Another Row as necessary.

[+ Add Another Row](#)

- c. Upload necessary files for requests to appoint a non-Graduate Faculty or someone from outside the university.

File Upload
Upload curriculum vitae (if necessary) <input type="button" value="Select a File"/>
Upload justification memo (if necessary) <input type="button" value="Select a File"/>

## Submit or Move to the Next Action

1. Click Back (to edit the first page of the form), Next (to move to the next action for multiple actions), or Submit (to submit the completed form).



## Schedule or Modify the Qualifying Exam

1. Select the appropriate action. For either action, the Graduate School **must be notified at least two weeks in advance.**

Qualifying Exam Action: \*

Schedule a new qualifying exam

Modify an existing qualifying exam

2. Enter Date, Time, and Location for the Qualifying Exam. **Note:** Students are responsible for room reservations.

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

Date of Qualifying Exam * Submissions must be at least 2 weeks out. <input type="text"/>	Qualifying Exam Time * <input type="text"/>	Qualifying Exam Location * <input type="text"/>
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3. Click Back (to edit previous page[s] of the form), Next (to move to the next action for multiple actions), or Submit (to submit the completed form).

## Schedule or Modify the Dissertation Defense

1. Select the appropriate action.

Defense Action \*

Schedule a new dissertation defense

Modify an existing dissertation defense schedule

2. Enter your Expected Graduation Term.

Expected Graduation Term

3. Enter Date, Time, and Location for your Dissertation Defense. **Note:** Students are responsible for room reservations.

**Date and Location of Dissertation Defense**

Defense Date * <input type="text"/>	Defense Time * <input type="text"/>	Defense Location * <input type="text"/>
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4. Enter Dissertation Title **in title case format**. Note: If you have trouble seeing certain text when you paste it in, try copying/pasting the text as “Plain Text” instead. Often when you paste text in from another editor, the styles can come with it--including colors which can render the text unreadable.

The screenshot shows a form field titled "Dissertation Title" with a note: "The dissertation title must be entered in title case format." Below the note is a rich text editor toolbar with options for font face (Sans Serif), size (Normal), bold (B), italic (I), strikethrough (ABC), underline (U), text color (A), background color (A), bulleted list, numbered list, link, and unlink. The text area below the toolbar is empty.

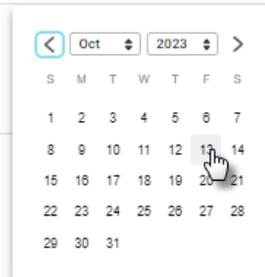
5. Click Back (to edit previous page[s] of the form), Next (to move to the next action for multiple actions), or Submit (to submit the completed form).

## Extend Deadline to Enter Candidacy

1. Enter the month, day, and year for the extension of the deadline to complete the qualifying exam by selecting the date from the calendar pop-up.

enter the month, day, and year for the extension of the deadline to complete

request.



2. Provide a rationale for the extension request.

Please provide a rationale for this extension request.

2. Click Back (to edit previous page[s] of the form), Next (to move to the next action for multiple actions), or Submit (to submit the completed form).

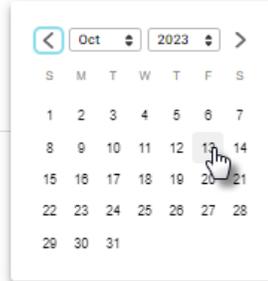


## Extend Candidacy

1. Enter the month, day, and year for the extension of the deadline to complete the dissertation defense requirements for Ph.D. degree conferral by selecting the date from the calendar pop-up.

Please enter the month, day, and year for the extension of the deadline to complete

request.



2. Provide a rationale for the extension request.

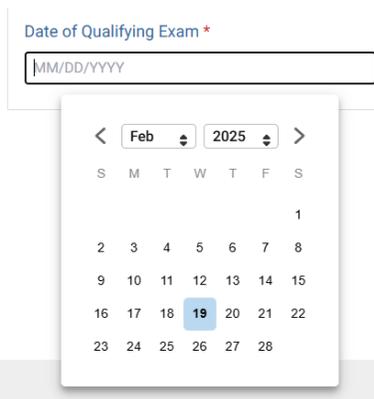
Please provide a rationale for this extension request.

3. Click Back (to edit previous page[s] of the form), Next (to move to the next action for multiple actions), or Submit (to submit the completed form).

## Submit Qualifying Exam Results

This form should be initiated by the student immediately after the examination, 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.

1. Use the calendar widget to select the date of the qualifying exam.





2. Use the calendar widget to select the date of the final outcome.

Date of Final Outcome \*

MM/DD/YYYY

The calendar widget displays the month of February for the year 2025. The days of the week are abbreviated as S, M, T, W, T, F, S. The date 19 is highlighted in blue, indicating it is the selected date.

3. Indicate the exam result.

Exam Result \*

Passed

Failed

4. Click Back (to edit previous page[s] of the form), Next (to move to the next action for multiple actions), or Submit (to submit the completed form).

## Submit Dissertation Defense Results

This form should be initiated by the student immediately following the oral defense. 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.

1. Use the calendar widget to select the date of the dissertation defense.

Date of the dissertation defense \*

MM/DD/YYYY

The calendar widget displays the month of February for the year 2025. The days of the week are abbreviated as S, M, T, W, T, F, S. The date 19 is highlighted in blue, indicating it is the selected date.

2. Indicate the results of the defense.

Defense Result \*

Passed

Failed

3. Click Back (to edit previous page[s] of the form) or Submit (to submit the completed form).



## Submission

Upon submission, you will receive an email indicating receipt of your form. Please allow 7-10 business days for departmental and school reviews. You will receive additional notifications upon approval. Please note that you will not be able to submit the form unless all required fields are completed. If an extra row(s) was inadvertently added to the committee tables, use the trash can icon to delete.

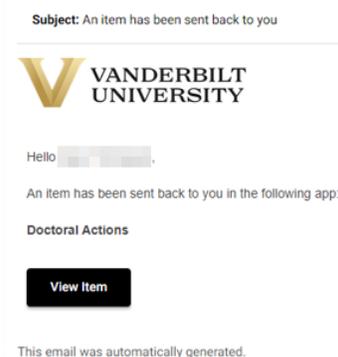
## Approval Process

Requests for Doctoral Actions route to the following people/offices:

- The program administrator of the department you select in step 1.
- The Director of Graduate Studies for the department you select in step 1.
- The Graduate School will determine that all necessary policy requirements have been met. Under certain circumstances, associate dean approval may also be required.
- Upon final approval, the Office of the University Registrar will enter doctoral actions into the student information system.

## Requests Sent Back

At any point in the process, an approver may send the form back to you for updates. If a request is sent back to you, you will receive an automated email message from the workflow system. Click View Item to access the form and make any necessary changes.



## Notifications

Notifications about the Doctoral Workflow process will be sent as follows:

- You will receive email notification when you submit the request. The program administrator for your department will receive a carbon copy of this notification.
- You will receive email notification if your request is denied for any reason.
- You will receive email notification if your request is sent back to you for any reason.



- You and the program administrator will receive email notification if your request is approved, once the action has been processed. Official notification will go out to the committee within 1-2 business days.

**Please contact the YES Help Line at [yes@vanderbilt.edu](mailto:yes@vanderbilt.edu) or 615-343-4306 if you have questions about this application. Please contact the Graduate School or your program if you have questions about policies related to doctoral actions.**