



University  
of Idaho

# HOW TO APPROVE A GRADUATE STUDY PLAN



# DEVELOP A PLAN WITH YOUR ADVISEE

- I Major professors should meet to discuss study plans within the student's first year of study
- I The student fills out the **Degree Audit Plan** through **VandalWeb** indicating the courses they will complete
- I Once the student submits the plan for approval the major professor will receive an email notification



# EMAIL NOTIFICATION

Study plan approval request for Joe Vandal



degreeaudit@uidaho.edu

To Advisor, Jane (Jane.Advisor@uidaho.edu)

Reply

Reply All

Forward



Fri 7/15/2022 3:37 PM

Dear Jane Advisor:

Please review the study plan '15-July-2022' for Joe Vandal. This plan has been submitted for your review as the major professor for this student. If you are not this student's major professor, please select 'Return for Revision' on the Workflow Approval Form to return this request to the student so they can get their record updated and resubmit. The student will receive an email with any comments you enter.

To review and approve (or return) the plan, please log into Workflow and click the link for this student.

Upon approval of the plan, it will be directed to the department for review.

This may be the first time you have used the electronic approval process for a study plan. Click here for more detailed instructions on the Registrar's Office website.

Thank you.



# HOW TO LOG INTO WORKFLOW

- I** A link to **Workflow** will be included in your notification
- I** If you do not have your email notice handy go to <https://bannerwf.uidaho.edu:7787/wfprod>
- I** If you are not already logged into **Single Sign On (SSO)** you will be prompted to enter your **University of Idaho** credentials.



# WORKLIST

- I** Once logged into **Workflow** you will see your worklist – a list of study plans waiting for your approval
- I** Each worklist title includes the student's name to identify which plan to approve or return
- I** Open a worklist item to view the study plan approval form



# WORKLIST VIEW

ellucian. [Logoff](#) [Help](#)

Worklist

Worklist [Advanced Search](#)

Status	Organization	Workflow	Activity	Priority	Created	View Details
	UIWorkflow.Student	<a href="#">Study Plan Approval for V00000000 Joe Vandal</a> Ready	MajorProfApproval	Normal	14-Jan-2020 02:48:11 PM	

[Show Reserved Items](#)

1 - 1 of 1 [First](#) [Previous](#) [Next](#) [Last](#) Go to page:



# STUDY PLAN APPROVAL FORM

Worklist - Study Plan Approval Form

## Study Plan Approval Form

Please approve or return the study plan listed below.

**Description:**  
Test Plan

**Requested by:**  
Vandal, Joe

**Student Name:**  
Vandal, Joe

**Student ID:**  
[REDACTED]

**Degree:**  
M.S.

If the plan is returned, notification will be sent to COGS for further review.

\* Do you approve this plan?

Approve

Return for Revision (add comments below) and send back to COGS

**Comments:**  
[REDACTED]

**Plan Contents:**  
**Description:** Test Plan  
**Level:** GR  
**Degree:** M.S.  
**Last Modified:** 27-JUL-21  
**by:** Vandal, Joe

**Courses:**  
202110: CS 507: 3, CS Research Methods  
202110: CS 560: 3, Database Mgmt System Design  
202110: CS 570: 3, Artificial Intelligence  
  
202120: CS 539: 3, Applied Security Concepts  
202120: CS 549: 3, Fault-Tolerant Systems  
202120: CS 572: 3, Evolutionary Computation  
  
202210: CS 574: 3, Deep Learning  
202210: CS 575: 3, Machine Learning  
202210: CS 578: 3, Neural Network Design  
**Total Credits:** 27

Click 'Complete' to submit your decision.  
Click 'Save & Close' to save your work and come back later.  
Click 'Cancel' to exit without submitting or saving.  
Your decision will NOT be submitted and the plan will NOT move out of your worklist until you click 'Complete'.



# APPROVE THE STUDY PLAN

- I** Review the study plan information presented on the approval form to ensure the student has incorporated the courses discussed
- I** If you wish to work on the item later click the **Save & Close** button. The item remains in your worklist as a *Reserved Item* to be completed at a later date
- I** To approve the study plan and send to the department for approval, click **Approve** and the **Complete** button. You must click **Complete** to move the study plan to the next approval



# RETURN THE STUDY PLAN TO THE STUDENT

- I** After review of the study plan, you may choose to send the study plan back to the student to make changes before approving
- I** Add notes in the **Comment** box indicating the changes you are looking for. The notes will be included in a message the student receives indicating why the study plan was returned to them
- I** If you wish to return to the item later, click the **Save & Close** button. It remains in your worklist as a *Reserved Item* to be completed at a later date
- I** To return the study plan to the student, click **Return** on the approval form and click the **Complete** button. You must click **Complete** to send the study plan back to the student
- I** If you are no longer a student's major professor, please select **Return for Revision** on the **Workflow Approval Form** to return this request to the student so they can get their record updated and resubmit. The student will receive an email with any comments you enter.



# WORKLIST IF YOU SAVE & CLOSE

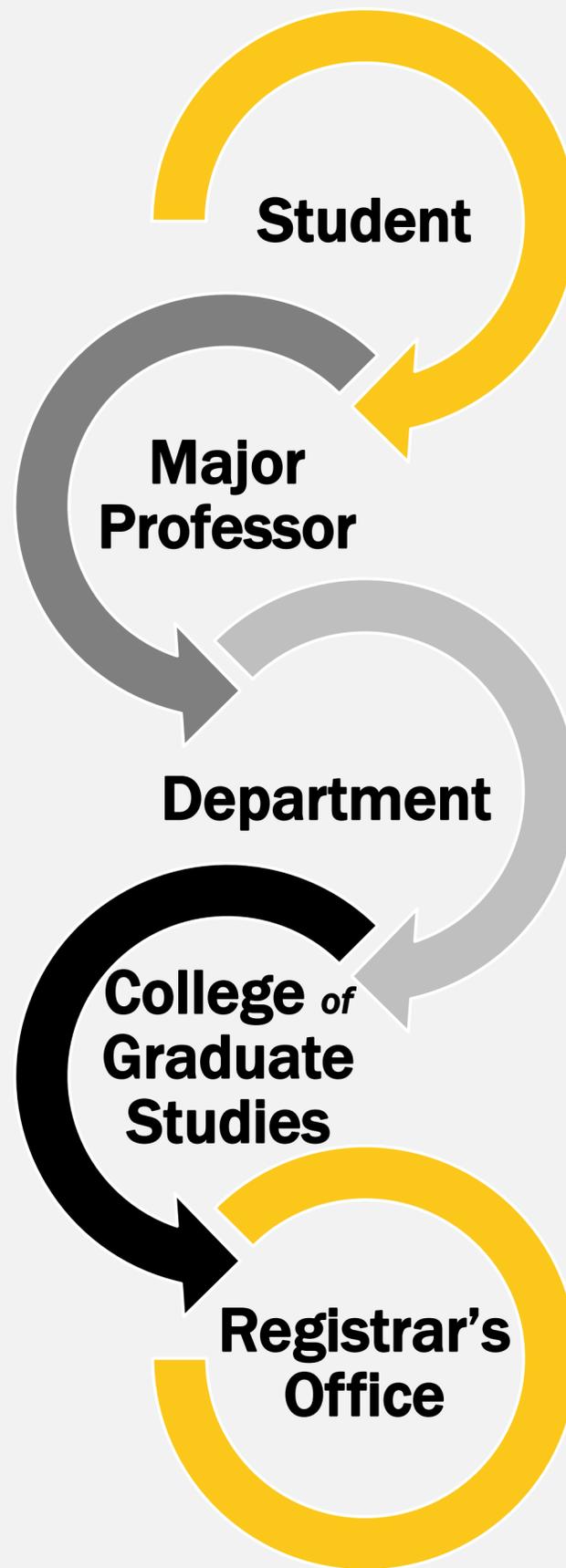
Worklist [Advanced Search](#)

Status	Organization	Workflow	Activity	Priority	Created	View Details
	UIWorkflow.Student	<a href="#">Study Plan Approval for V00000000 Joe Vandal</a> Performing	MajorProfApproval	Normal	14-Jan-2020 02:48:11 PM	

[Show Reserved Items](#)

1 - 1 of 1 | [First](#) | [Previous](#) | [Next](#) | [Last](#) | Go to page:

# APPROVAL FLOW





# APPROVED STUDY PLAN DISPLAYED

Once a plan is fully approved, it will show up on the Audits tab.

The screenshot shows the 'Audits' tab for a student named Lenore Ahsahka. The student's information includes Student ID V00000000, Name Steptoe, Lenore Ahsahka, and Degree Ph.D. The student's academic standing is 'Good Standing' with 0 withdrawal credits. The 'Degree progress' section shows 100% completion for requirements and credits, with an Institutional GPA of 3.98. The audit date is 07/08/2022 4:39 AM. The list of audits includes: Doctor of Philosophy (PhD) - COMPLETE, Major in Natural Resources (PhD) - COMPLETE, Study Plan - COMPLETE, Plan Detail - COMPLETE, Free Electives (Credits applied: 41, Classes applied: 6), and Not Counted Towards Degree (Credits applied: 88, Classes applied: 14). A legend at the bottom explains the status icons: Complete (green checkmark), Complete (with classes in-progress) (blue checkmark), Prerequisite (blue square), Repeated class (R), Not complete (red circle), Nearly complete - see advisor (yellow circle), and Any course number (@).

This block shows the 'Study Plan' with a 'COMPLETE' status. It includes two items: '3.00 Study Plan GPA' and 'Study Plan'. Below these items, it indicates 'Blocks included in this block' and provides a link to 'Plan Detail'.

This block shows the 'Plan Detail' with a 'COMPLETE' status. It contains a table of completed courses with the following data:

	Course	Title	Grade	Credits	Term	Repeated
✓	Special Topics	ARCH 504	ST:Virtualized SES	A	3	Fall 2014
✓	Special Topics	BAE 504	ST:NW Climate/Water Resource C	A	3	Fall 2014
✓	Statistical Analysis	STAT 431	Statistical Analysis	A	3	Fall 2014
✓	Seminar	WLF 501	SEM:Fish & Wildlife Seminar	P	1	Fall 2014
✓	Physical Hydrology	FOR 515	Physical Hydrology	A	3	Spring 2015
✓	Seminar	SOIL 501	SEM:Soil/Water Quality	A	1	Spring 2015



# DEGREE AUDIT

You may review the study plan within Degree Audit as well

**I** Log into *VandalWeb*

**I** On the **Faculty & Advisors** menu choose **Student Profile**

**I** Enter the student's *Vandal number*

**I** Click on **Degree Audit**

**I** Click **Plans** at the top, next to **Audits** to review the study plan

**I** You may need to select the appropriate degree if the student is working on several credentials



# PLANS TAB AUDIT VIEW

Clicking the **Audit** link on the Plan will show the Plan's courses as applied to the Audit.

### Planner Audit

**Student name** Vandal, Joseph A.  
**Plan description** Current Standing

**Degree progress**  
50% Requirements    100% Credits  
Institutional GPA 3.94

**Degree** Ph.D.    **Level** Graduate    **Class Standing** Graduate    **Major** Education    **Minor** (no minor)  
**College** Education, Health & Human Sci

**Audit date** 07/15/2022 4:08 PM Collapse all ^

#### Master of Science (MS) INCOMPLETE

Credits required: 30    Credits applied: 57    Catalog year: Academic Year 2020-2021

**Still needed:** MAJOR requirements are required but were not found

#### Free Electives

Credits applied: 57    Classes applied: 20

Course	Title	Grade	Credits	Term	Repeated
ED 571	Intro to Quant Research	A	3	Summer 2021	
ED 595	Survey Dsgn for Soc Sci Rsrch	A	3	Fall 2021	
ED 668	Writing for Publication	B	3	Spring 2021	
ED 680	Phil Foundations of Ed Rsrch	A	3	Fall 2020	
MVSC 570	Rsrch in Phys Act, Thry & Dsgn	A	3	Fall 2018	
MVSC 580	Research:Writing & Disseminatn	A	1	Spring 2020	
PEP 475	Moral Reason in Sport	A	2	Spring 2022	
PEP 501	SEM:PedaqoqyMoralReasonInSport	A	3	Fall 2020	



# FINISHED?

When you have finished working on your worklist, or are leaving your office, remember to log out of ***Workflow*** & exit ***VandalWeb***.

**Have questions?** *Don't hesitate!*

Contact us:

**Office of the Registrar**

[degreeaudit@uidaho.edu](mailto:degreeaudit@uidaho.edu)

Phone: 208-885-6731