

# Non-Thesis Requirement Report

COGS and the Registrar's office are excited to inform you of a change in how we process Non Thesis Report (NTR) Forms.

In the past, we have required an NTR paper form for each graduating non-thesis student, to indicate the date they have passed their non-thesis project/exam. But beginning Summer 2019, we are discontinuing the use of paper forms, and have opted to use the Banner Workflow system for major professors to confirm the completion of the non-thesis requirement.

If you have graduated students before, you should be familiar with the Banner Workflow system. You receive automated emails from Workflow when you have an item in your worklist (such as a study plan or graduation application to approve). Now, when a student applies to graduate, you will get an email link to the Workflow, where you can confirm the completion of the student's non-thesis project, and you will not need to worry about submitting a paper copy.

The email that you will receive will come from [noreply@uidaho.edu](mailto:noreply@uidaho.edu), and the text will say:

Text: Dear @MP\_Name,

Your advisee, @Stu\_Name, has applied to graduate and has a Non-Thesis Requirement that will require your approval. This requirement must be approved by the last day of the student's graduation semester (shown below as Graduation Date). Please login to Workflow to review and approve or deny their Non-Thesis Requirement. You may leave this item in you Workflow queue until ready to approve. Please contact the College of Graduate Studies at [cogs@uidaho.edu](mailto:cogs@uidaho.edu) if you have any questions.

Thank you,

College of Graduate Studies

Once you login to Banner Workflow, you will see a link similar to this:

The screenshot shows a web browser window with the URL <https://bannerwfptest.uidaho.edu:7787/wfprd/home/worklist.do>. The page title is "Banner Workflow 8.6.0.0 (wfpp)". The interface includes a navigation menu on the left with sections for Home, User Profile, and Administration. The main content area displays a "Worklist" table with the following data:

Status	Organization	Workflow	Activity	Priority	Created	View Details
	UIWorkflow.Student	<b>Non-Thesis Req. Approval for Charles Swift - V00645977, due: MAY-10-2019</b> Ready	MP_Approval	Normal	04-Jun-2019 11:49:51 AM	

Below the table, there is a search section with the following fields and options:

- Workflow Organization: [Dropdown]
- Workflow Specifics Name: [Text Input]
- Activity Name: [Text Input]
- Created: [Text Input] To [Text Input]
- Priority:  Urgent  High  Normal  Low  None
- State:  Overdue  Lagging

Buttons for Search, Clear Search, and Reset are located at the bottom of the search section.

Once you open the link, you will see this screen:

The screenshot shows a web browser window with the URL <https://bannerwfprod.uidaho.edu:7787/wfprod/logon.jsp>. The page title is "Banner Workflow 8.6.0.0 (wfpp)". The main content area is titled "Worklist" and "Non-Thesis Requirement Approval Form".

Instructions: "Please select date and decision of the Non-Thesis Requirement for Charles Swift (V00645977) shown below. Then press 'Complete' below to submit the selection. To graduate, the student must pass their Non-Thesis Requirement by the last day of the semester in which they have applied to graduate (see Graduation Date shown below)."

\* Approval Decision

- Student has passed their Non-Thesis Requirement
- Student did not pass their Non-Thesis Requirement
- Student is not my advisee (COGS will be notified)
- Not Non-Thesis Student/Degree Incorrect (COGS will be notified)

\* Date of Passage/Non-Passage:

Grad Application Details  
**Graduation Application**  
Name: Charles Swift  
Application Number: 5  
Request Date: Apr 03, 2019  
Application Status: Under Major Professor Review  
Application Status Date: Apr 03, 2019

**Graduation Date**  
Date: May 10, 2019  
Term: Spring 2019

**Attending Ceremony?** N

**Curriculum**  
Degree: D.A.T.  
Catalog Term: Spring 2019  
Level: Graduate  
College: Education, Health & Human Sci  
Major: Athletic Training

Click 'Complete' below to submit selection.  
Click 'Save & Close' below to save your work and come back later.  
Click 'Cancel' below to exit without submitting or saving.

Here you can select whether or not the student has passed their Non-Thesis Requirement, or, if there is an error, such as that you are not the correct advisor for this student, or that the student is actually a thesis student rather than non-thesis, you can select these options, and then hit "complete" to send the item out of your worklist.

If your student is still working on their non-thesis requirement when you receive this worklist item, you can keep it in your work list by hitting "Save & Close" until the student is complete. It is helpful to bookmark the Banner Workflow link in your browser, so you can quickly find it later if the email prompt gets lost in your inbox.

<https://bannerwf.uidaho.edu:7787/wfprod/logon.jsp>. When your student has passed their non-thesis requirement, open the Workflow and enter the date that they passed. Then make sure to hit "Complete" at the bottom of the screen, to send it off to the Registrar for processing. These Non-Thesis Reports will need to be complete by the last day of the semester, at the latest.

We hope that the transition to the new online NTR system will be a smooth one, but as always, we are happy to answer any questions you may have regarding this change.