Instructions for Department Chair Graduate Faculty Status Approval

1) To log into KSU Connect
   b. Click on the KSU Connect.
   c. Use your Net ID as the Net ID.
   d. Use your standard Net ID password.

2) Navigate to the Dean & Chair Approvals
   a. Click on the Banner Related tab
   b. Click on the Department Chairs link
   c. Click on the Graduate Course Approval tab
   d. Click on the Dean & Chair Approvals link – if you do not see the link, try clearing cache/cookies on the browser and login again. If that does not work, submit a Service request specifying “Access Issue”.

3) If you do not have any Request Forms available, you will receive title headers and a message stating
   a. No data available currently. If you feel this is in error, please contact gradfac@kennesaw.edu and they can check the stage of a form.

4) If you do have one or more Request Forms available,
   a. You can only do 1 request form at a time. The Submit button on the row of that record, only acts on that record.
   b. You have the ability to see a basic version of the Request Form, minus all the instructions. In the example below, if you click on the form number link of 43, the system will open a separate window displaying the request form.

   This will allow the Department Chair to review the application form.
   c. You have the ability to add Justifications is Needed.
      i. In the Justification Needed Column, you will see 3 possible values: Yes, No or Mod.
         1. **Yes** will have a link attached to it, so that you can go to the Justification Screen and enter the justifications. If there are still missing required Justifications, you will see the Yes.
         2. **No** will not have a link attached to it, because Justifications are not needed.
         3. **Mod** will have a link attached to it, so that you can go to the Justifications Screen and update any Justifications. A **Mod** also means that you had previously gone in and added the Justifications and nothing else is required.
      ii. If you click on the **Yes** or **Mod** links, you will be presented with the Justification Screen. If you haven't added any Justifications previously, the screen will look something like this, with all of the values empty.
iii. You will need to add a Step 1 and Step 2 justification for each and every course that is listed (only courses that require justifications will be displayed on this screen).

iv. For Justification, Step 1 is the broad overview of what qualifies the faculty member to teach the course. This same explanation may be used for all courses that require Justification. It has a 4000-character limit.

v. Step 2 is an explanation of what qualifies the faculty member to teach the specific course listed so that credentials and/or experience align with the course material. It has a 4000-character limit.

vi. You can add Step 1 or Step 2 without adding the other and Submit. This will save that info. And you can exit the screen. But the link on the previous screen will continue to say Yes until all of the Steps have been filled out and Submitted. Also you will not be able to Submit your Approval until all fields are entered and saved and the Justification Needed value says Mod. Below is an example of the entire Justification filled out correctly.

vii. To exit the Justification Screen, just click on the Return to the Graduate Faculty Status Approval List link in the upper right-hand corner of the screen.

d. You also have the ability to see any previous request form. Obviously, at this point in time, we do not have any available, as they were all done manually. But as we go along, this will allow Department Chair to review the current application and any previous applications. By clicking on the Previous link, as shown above, you will be presented with new tab that contains a screen that shows a list of previous forms. Clicking on their Request Form Number will get you those forms.

e. Selecting Approve
   i. For the record you are Approving, click on the drop down on that row.
   ii. Click the Approve option
   iii. Click the Submit button on that row
   iv. You will receive a pop-up window that asks you to confirm that you want to Approve that record.
      1. Click OK to accept the processing of this record for Approval.
      2. Click Cancel to not accept.
   v. When accepting the Approval option, an email will be sent to the Graduate Faculty email address that will let them know that this request form has been Approved and is now ready for the Committee to Review.
   vi. Once accepted, then that record will disappear from the list to Approve.
f. Selecting **Return**
   i. For the record you are Returning to the Faculty Member, click on the drop down on that row.
   ii. Click the **Return** option
   iii. Click the **Submit** button on that row
   iv. You will receive a pop-up window that asks you to confirm that you want to Return that record.
      1. Click **OK** to accept the processing of this record for Return.
      2. Click **Cancel** to not accept.
   v. When accepting the Return option, an email will be sent to the Graduate Faculty Member who submitted the form. This will allow them to go in and modify their form and re-submit.
   vi. Once accepted, then that record will disappear from the list to Approve.

g. Selecting **Deny**
   i. For the record you are Denying, click on the drop down on that row.
   ii. Click the **Deny** option
   iii. Click the **Submit** button on that row
   iv. You will receive a pop-up window that asks you to confirm that you want to Deny that record.
      1. Click **OK** to accept the processing of this record for Deny.
      2. Click **Cancel** to not accept.
   v. When accepting the Deny option, an email will be sent to the Graduate Faculty Member who submitted the form.
   vi. Once accepted, then that record will disappear from the list to Approve.

h. To Exit this screen, click on the **Return to the Graduate Course Approval Tab** link in the upper right corner of the screen.

i. To Exit KSU Connect, click the **LOGOUT** link in the upper right corner of the screen.