

Instructions for Department Chair Graduate Faculty Status Approval – revised 10/12/2022

We have simplified the form and no longer ask faculty to list graduate courses they wish to teach. Justification on the application is no longer required by you for this application process.

- 1) To log into KSU Connect
 - a. Access the Campus Intranet web site, <https://campus.kennesaw.edu>.
 - 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.

Faculty Name	Form Status	Justification Needed	Request Form (click on ID to view form)	Date Form Submitted	Click to view all Previous Requests	Approve/Return/Deny	Submit
Rebecca Rutherford	Submitted	Yes	43	August 27, 2020 07:56:35	Previous	<input type="button" value="v"/>	<input type="button" value="Submit"/>
Douglas Moodie	Submitted	Yes	46	August 27, 2020 07:54:15	Previous	<input type="button" value="v"/>	<input type="button" value="Submit"/>

This will allow the Department Chair to review the application form.

- c. You also have the ability to see any previous request form. This will allow the Department Chair to review the current application and any previous applications. By clicking on the **Previous** link, as shown above in 4b, 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.
- d. 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 telling them 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.

- e. 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.
- f. 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.
- g. To Exit this screen, click on the **Return to the Graduate Course Approval Tab** link in the upper right corner of the screen.
- h. To Exit KSU Connect, click the **LOGOUT** link in the upper right corner of the screen.