

- ii. Note: the system will not allow you to Submit, if you are missing
 - 1. Graduate Status selection
 - 2. Graduate Degree Program
 - 3. At least 1 Publication
 - 4. At least 1 Presentation
 - iii. Upon Submitting, the system will attempt to find your Department Chair or Dean in the FIS system. There are several reasons the system cannot determine a Department Chair or Dean.
 - 1. Multiple Department Chairs
 - 2. No Department Chair and No Dean (Associate Deans, etc. are not included)
 - iv. If no valid Department Chair or Dean found, then your application is sent to the Graduate Faculty admin to Assign a Department Chair Approver. Otherwise the application is sent to the Department Chair Approver.
- 4) Note: you are allowed to Exit the Form at any time, by clicking on the X on the tab that was opened for this form. If you do that, any information Added to the form will be saved and upon re-entry of the form, that data will be re-displayed. The only information that will not be saved and not re-displayed will be
- a. A Publication that was entered, but the Add button was not clicked.
 - b. A Presentation that was entered, but the Add button was not clicked.
 - c. And note, you will have to come back into the form and Submit.
- 5) Once you have Submitted the form, a confirmation screen will appear, letting you know who your application will be sent to.
- 6) As that screen says, you can close that tab after reading.
- 7) If you attempt to re-enter the form after Submission, a message will appear letting you know that your Application is in the Approval Process and who you should contact if you have any questions. You cannot modify your form once Submitted.
- 8) The form can be Returned to you by the Department Chair for a reason of their choice. At that time, you will be allowed to re-enter the form, make whatever adjustments