

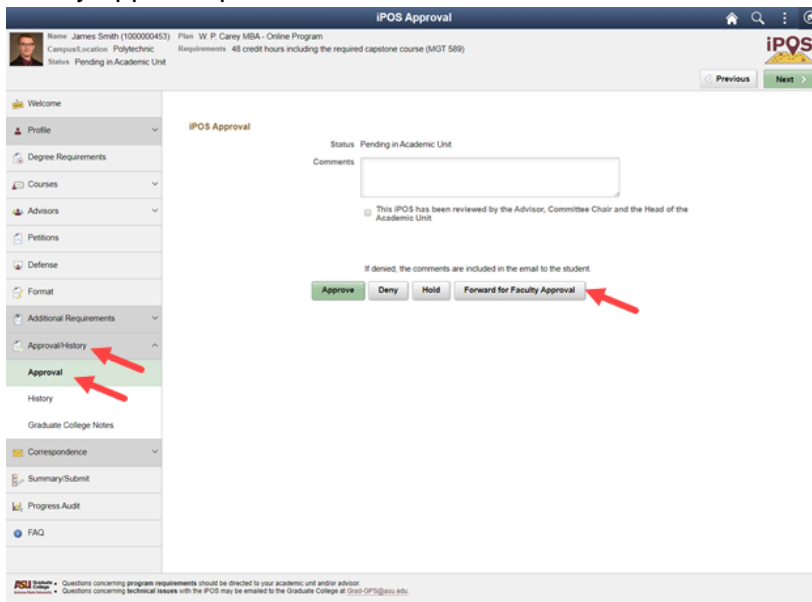
Faculty Approval Basics

The Faculty Approval feature allows staff advisors to forward a student's initial iPOS submission to one or more faculty members for review. It is an internal communication tool between the staff advisor and the faculty chair. The feature allows faculty to review an iPOS summary page and to approve or return the iPOS to the advisor for revisions. Only faculty appearing as Chair/Director in Academic Plan Extensions or Chair/Co-Chairs on the student's faculty committee can be selected to view a student iPOS. It is an optional feature and does not prevent iPOS submission if not utilized.

Note: Students do not receive any of the comments and faculty cannot directly approve the iPOS for submission to the Graduate College.

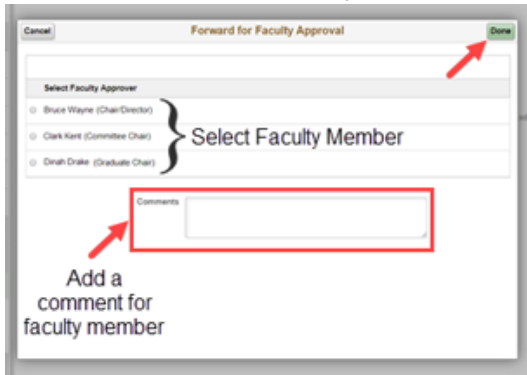
Process

1. From a student's iPOS, click **Approve/History**→**Approval**→**Forward for Faculty Approval** to begin the faculty approval process.

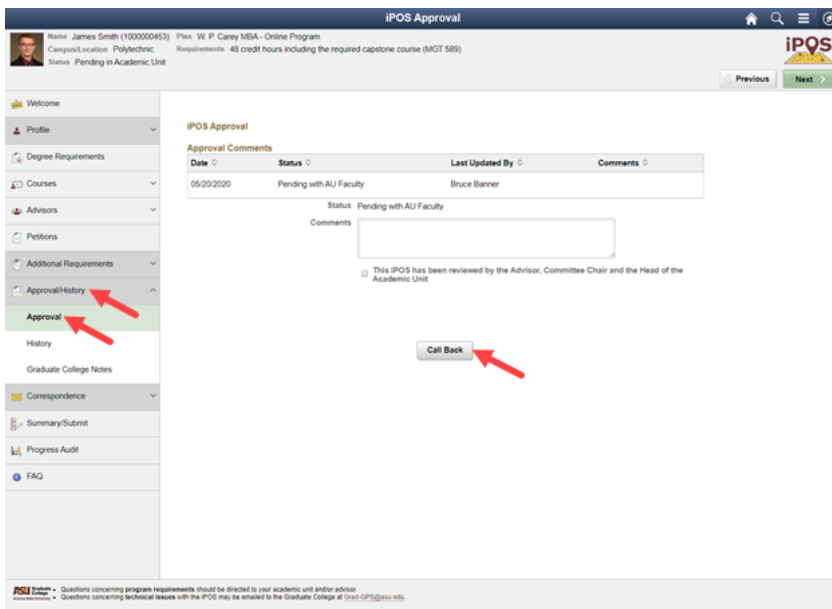


Note: The button to **Forward for Faculty Approval** will only appear when submitting a student's iPOS for initial review. The **Forward for Faculty Approval** button will be removed after a student's iPOS has completed the initial review process and is in Approved status.

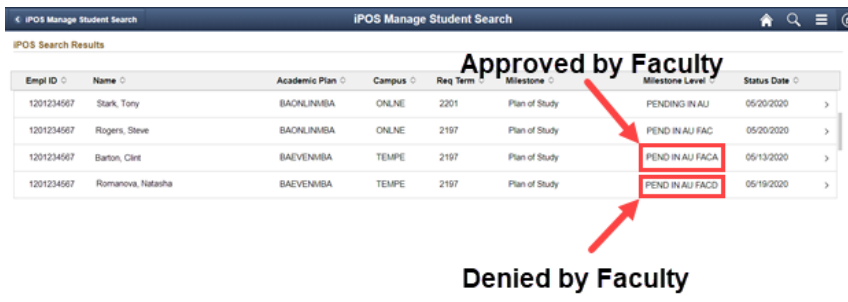
2. Select the faculty member, add a comment, and click **Done**. If a Chair/Director does not appear as an option, go to the Academic Plan Extensions page for that plan code in Peoplesoft to update. Once the initial iPOS has been forwarded to faculty for review, the iPOS will display in the iPOS inbox as **Pending in AU FAC**. Students will only see that it is Pending in the Academic Unit.



Note: If a staff advisor wants to call back an iPOS that was previously sent to a faculty member, click on the **Call Back** button.

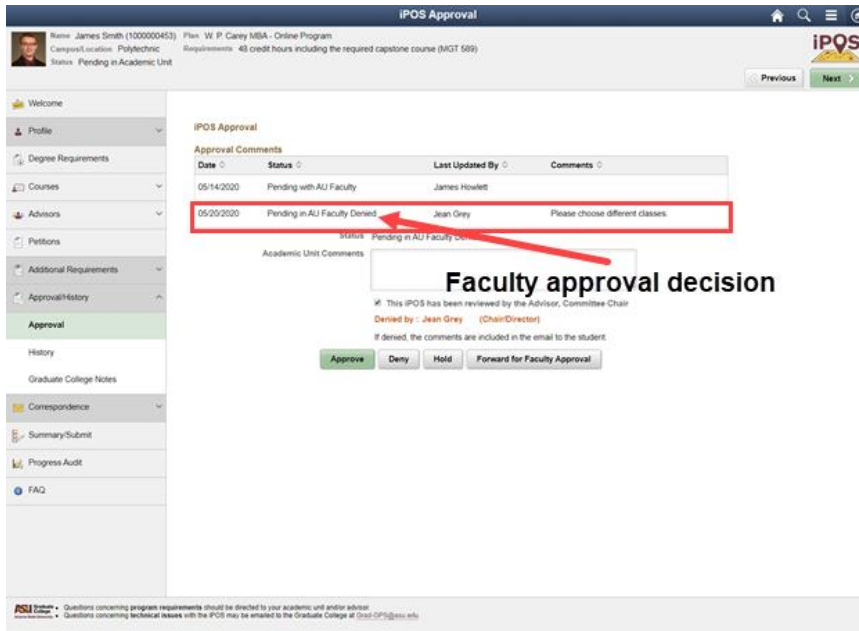


3. Once the faculty member has reviewed the iPOS, they will be required to enter comments for the staff advisor about their decision and then either **Approve** it or **Return for Revisions**. Faculty comments are for internal use and will not be viewable to the student. The iPOS status will then update in the inbox as either **PEND IN AU FACA** for approve or **PEND IN AU FACD** for return for revisions decisions.

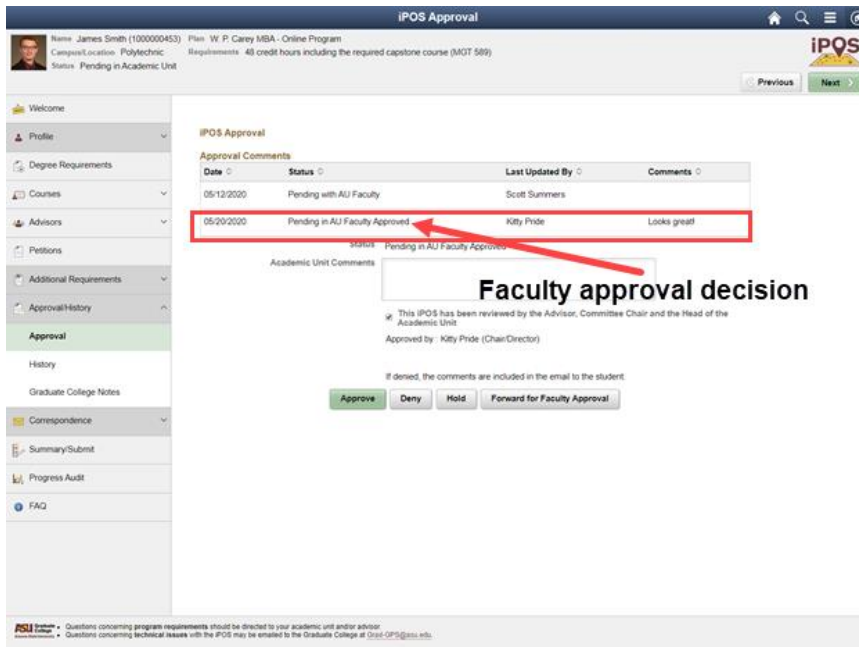


Note: If the staff advisor wants to forward the iPOS to another faculty chair, repeat the steps above.

- If the faculty chose **Returned for Revisions** (status is **PEND IN AU FACD**), staff advisors can input comments for the student to make the necessary changes and choose **Deny** for the iPOS to go to the student. Staff advisors also have the ability to **Approve** the student's iPOS for the Graduate College to review.



- Once an iPOS is reviewed by all necessary faculty members, staff advisors add comments directed to the Graduate College and click approve. The iPOS will be reviewed by the Graduate College for final approval.



If you have any questions or feedback regarding this process, please contact the appropriate Graduate Support Coordinator for your Academic Unit.