



KENNESAW STATE
UNIVERSITY

Graduate Council Meeting

March 19, 2025

Agenda

1. International Student and Scholar Services Overview, Ryan Packard, Director
2. International travel and Graduate Students, Kelly Nichols, Associate Director, International Safety & Security, Global Education
3. 2025-2026 Graduate Catalog Review – Process and Timeline, Michelle Head, Executive Director of Curriculum Development
4. Introducing Power-Bi Graduate Dashboard – James Kohlmler
5. Tuesdata sunseting schedule
6. Announcements and Events
 - a. Commencement numbers
 - b. Graduate Student Appreciation Week
 - c. Contacts in the Graduate College
 - d. List-serve updating

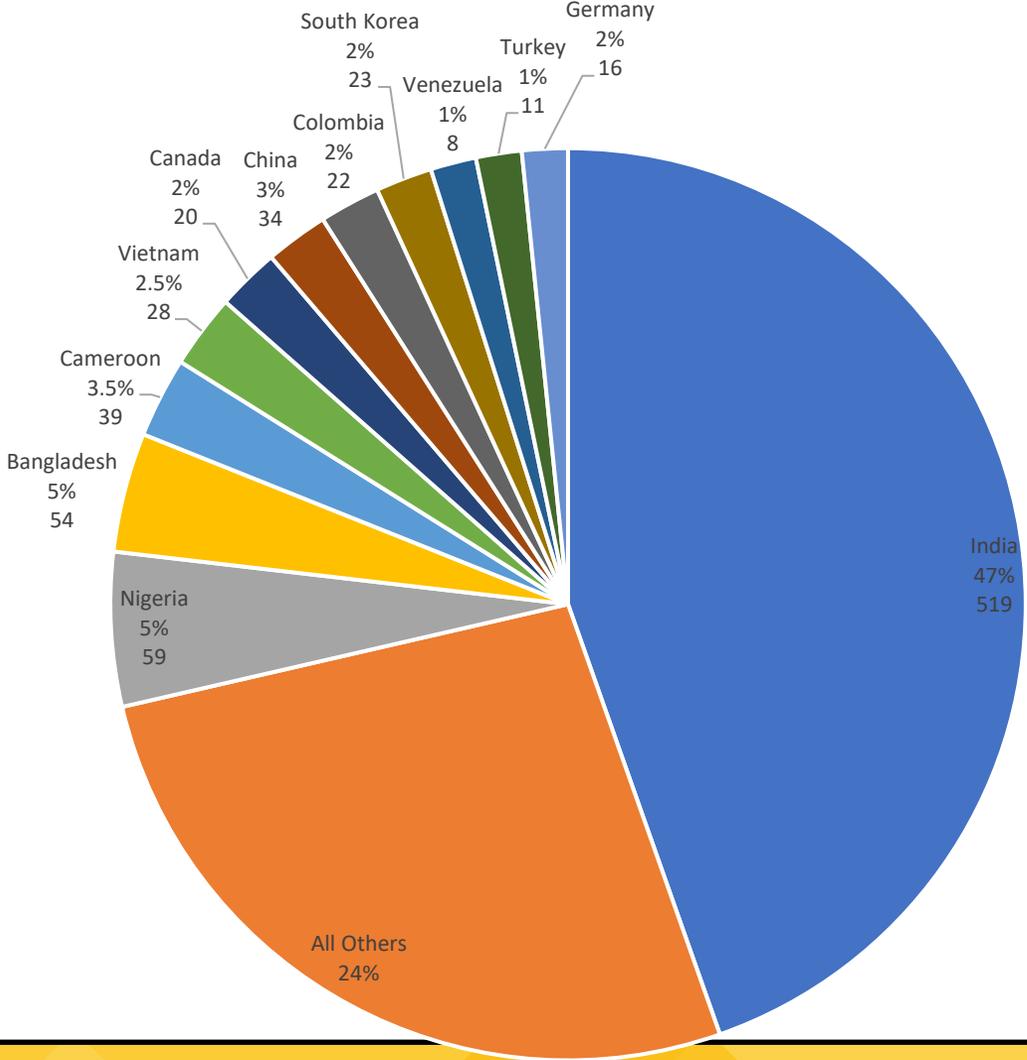
International Student & Scholar Services
Ryan Packard

A decorative footer consisting of a solid black horizontal line above a pattern of overlapping yellow and orange geometric shapes, primarily diamonds and hexagons, creating a textured, mosaic-like effect.

What are the responsibilities of the ISSS office?

- Issue and update immigration documents each semester.
- Monitor the enrollment and employment of international students and scholars.
- Advise international students and scholars on immigration requirements, visa issues, and employment restrictions.
- Maintain university compliance with federal regulations.

Fall 2024 International Students at KSU – 1125- Representing 85 different countries



Top 5 Countries of Origin at KSU

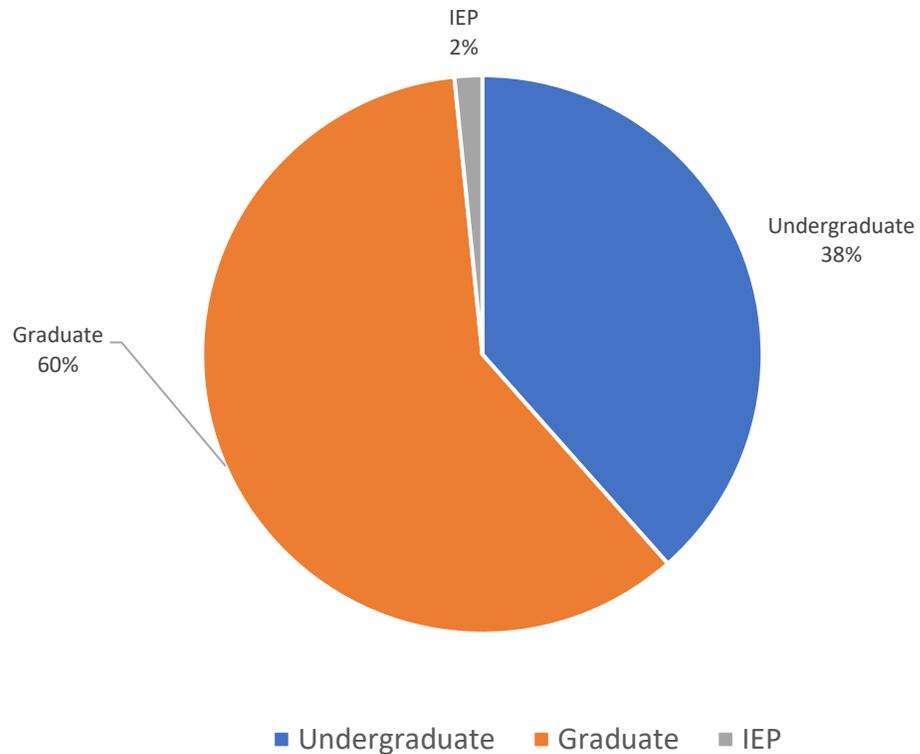
- India
- Nigeria
- Bangladesh
- Cameroon

Top 5 Countries of Origin in the United States

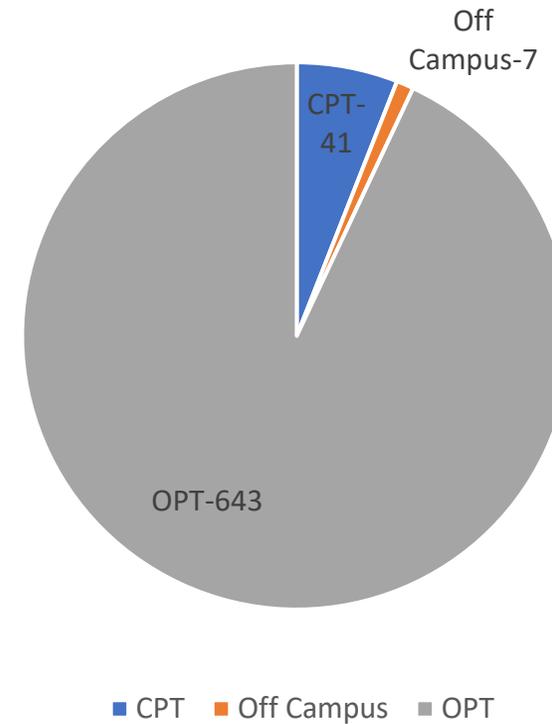
- China
- India
- South Korea
- Canada

International Students Served by ISSS

Enrolled Student Types - 1125



Students on Practical Training - 691



F-1 Student Visa Requirements for Graduate Students

Employment

- Only on-campus Student Assistants/GRA/GTA/GPA
- Limited off-campus/CPT/OPT
- Must have permission from ISSS/USCIS
- Students graduating and applying for OPT may not volunteer in their current GRA/GTA position to stay on at KSU.
- HR will not allow an individual to “volunteer” at something that others are paid to do, or that they could reasonably expect to be paid to do.
- Any volunteer work must be truly volunteer work that it does not violate US labor laws. For instance, it is not possible to do work that is normally paid on a volunteer/unpaid basis. Doing paid work for free would violate labor laws and not count as OPT employment. Typically, volunteer work should be with a non-profit organization/charity.

Full-time Enrollment requirements

- Graduates: 9 credits per semester
- Only 3 hours of online coursework can count towards the full-time enrollment requirement.
- For Doctoral students advanced to candidacy 6 credits is full-time.

- Dismissals: Students dismissed from graduate programs will have their F-1 status terminated.



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**International travel and
Graduate Students,
Kelly Nichols, Associate
Director, International
Safety & Security,
Global Education –
See separate .pdf**



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**2025-2026 Graduate
Catalog Review –
Process and Timeline,
Michelle Head,
Executive Director of
Curriculum
Development**

Review of Draft Catalogs

- A new process to prompt submission of non-substantive changes prior to the catalog export.
- Process utilizes SmartSheet (sender = Smartsheet Automation)
- These changes should be non-substantive changes or changes that have already been approved but were imported incorrectly.
- Any changes to the intent of the program language or curriculum must be submitted for the next catalog.

The screenshot shows an email interface with a header for 'smartsheet' and a subject line '25/26 Catalog Change Approval'. The email body contains a greeting, a request for review of updated programs, and instructions on how to provide feedback. It lists details for a 'Curriculum Proposal' (Chemistry, B.S.), 'Curriculum Status' (Completed (Final)), and 'Department Chair Contact' (Michelle Head -AAF). There is a 'Catalog Page Link' and an 'Attachments' section with an 'Upload Files' button. A 'Comments' section has a text input field. At the bottom, there are 'Decline' and 'Approve' buttons. A sidebar on the right contains a search bar and a list of items.

smartsheet

25/26 Catalog Change Approval

Hello,

The following program(s) has been updated in the catalog based on changes submitted in Modern Campus: Curriculum. I am kindly requesting a review of the import as there were technical issues this year and impacted the import function.

Please review your catalog changes. If there is something that is not right, please leave a comment and decline the approval. The link to the catalog page can be accessed via the bottom of the email (not on the approval page).

Thank you,
Craig Callison II

Curriculum Proposal
Chemistry, B.S.

Curriculum Status
Completed (Final)

Department Chair Contact
Michelle Head -AAF

Catalog Page Link
Link to Catalog

Attachments
Upload Files

Comments
Add a comment

Send me a copy of my responses

Go to the sheet

Decline Approve

Introducing Power Bi James Kohlmler



Power Bi demo.



Tuesdata Sunsetting Plan



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Announcements

Updates

- List-serve is being updated.- we will be adding new program coordinators and staff and removing those no longer in those roles. If you would like access, please submit a request via gradcollege@kennesaw.edu with the
 - Subject line: Requesting Grad College ListServe Access
- PowerBi access has been/is being granted to all individuals verified as faculty program coordinator/director, staff designated by faculty as assisting with graduate programs, Associate Deans and Deans.
- If you would like access, please submit a request via gradcollege@kennesaw.edu with the
 - Subject line: Requesting Grad College PowerBi Dashboard Access

Graduate Student #s

Level	Enrolled	Petitioned to Graduate
Masters'	3,667	856
EdS	430	90
Doctoral	444	55
TOTAL	4,541	1,001
Certificate Students	155	
Non-degree	59	

Dates/Deadlines for Summer and Fall 2025 Graduate Assistantships

	Summer	Fall
Hiring Students Opens	3/3/25	5/12/2025
Hiring Students Closes	5/5/25	7/15/2025
Student Must Process with HR	6/4/25	TBD
Contract Dates	6/1/25-6/30/25; 7/1/25-7/31/25	8/18/25 – 12/8/25
Evaluations	N/A	11/17/25-12/9/25
Drop-Add Week	5/27/25-6/3/25	8/18/25-8/22/25
Deletions for non-payment	6/12/25	9/2/25
University Closed	N/A	12/25/25-1/1/26
Final Exams	7/23/25-7/24/25	12/9/25-12/15/25

Join us and Spread the word!

Graduate Student Appreciation Week Kickoff

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Graduate Student Appreciation Week Kickoff. Join Us for **Graduate Student Celebration Week!** ... Stop by and see us at either campus as we kick off a **week** of events celebrating all of our amazing **graduate students!**

Tags: Social



📍 Stingers (Marietta) and Campus Green (Kennesaw)

Join us and encourage students to register to complete

- <https://owllife.kennesaw.edu/event/11073737>

3MT Competition and Reception



Date and Time

Thursday, April 3 2025 at 5:30 PM EDT to
Thursday, April 3 2025 at 6:30 PM EDT

Add To [Google Calendar](#) | [iCal/Outlook](#)



Location

Prillaman Health Sciences Building
520 Parliament Garden Way NW, Kennesaw, Georgia

[View Map](#)

<https://www.kennesaw.edu/graduate/current-students/professional-development.php>

GSA looking for officers

GRADUATE STUDENT ASSOCIATION

OFFICER POSITIONS

President	The chief officer of GSA, responsible for leading meetings, overseeing operations, representing GSA to university leadership, and ensuring the organization's success.
Vice President	Serves as the liaison between GSA and graduate programs, ensuring communication and engagement. Supports the President, oversees internal operations, and addresses student concerns.
Reservation Delegate	Organizes and secures spaces for GSA meetings and events, ensuring all logistical needs are met.
Treasurer	Manages GSA's budget, processes financial transactions, tracks spending, and ensures financial accountability.

GRADUATE STUDENT ASSOCIATION

OFFICER POSITIONS

Secretary	Maintains meeting minutes, oversees communication, organizes documents, and ensures members stay informed.
Technology & Media Director	Manages GSA's digital presence, including creating graphics, conducting surveys and polls, and maintaining social media. Oversees technology-related tasks, collects and analyzes engagement data, and ensures effective digital outreach and communication.
Event Coordinator	Plans and manages GSA events, ensuring successful execution and student engagement.

Students can email graduatestudentassoc@kennesaw.edu regarding their interest in any position.



**KENNESAW STATE
UNIVERSITY**
GLOBAL EDUCATION
Office of International Safety and Security

OFFICE OF INTERNATIONAL SAFETY AND SECURITY

Kelly Nichols
Associate Director

Sasha Cokuslu
Coordinator



Office of International Safety and Security

- Support KSU students, faculty and staff traveling internationally
- Monitor worldwide events
- Provide pre-departure health and safety advising
- Assist with in-country incident response

Kelly Nichols, Associate Director –
knicho64@kennesaw.edu, 470.578.2416

Sasha Cokuslu, Coordinator-
scokusl1@kennesaw.edu, 470.578.3857

globalsafety@kennesaw.edu,
24/7 International Emergency Phone Line,
+1.470.578.6666



International Travel Guidelines at KSU: Graduate Students

- All KSU student international travel must be registered with the university and the university's supplemental insurance policy must be purchased.
- There are distinctions made between Risk-Designated and Non-Risk-Designated Travel.
- There is a petition process for risk-designated travel.



Students who are participating on any academic, co-curricular or research international experience are required to register their travel and enroll in the university's supplemental international insurance policy with Zurich/On-Call International. This includes any non-credit bearing or independent education abroad, registered student organization, athletics, field work, dissertation or thesis work, service learning, conference participation, international internships, directed studies and research abroad that is related to the academic field of study.

Non-Risk-designated Travel: Non-Risk-designated international travel is travel to any country or region which poses no heightened risk designation by the travel advisories of the Department of State or the health notices of the Center for Disease Control and Prevention (CDC).

- Department of State Level 1: Exercise Normal Precautions
- Department of State Level 2: Exercise Increased Caution
- CDC Level 1: Practice Usual Precautions
- CDC Level 2: Practice Enhanced Precautions

Risk-designated Travel: Risk-designated international travel is travel to any country or region which poses a heightened risk designation by the travel advisories of the Department of State or the health notices of the Center for Disease Control and Prevention (CDC).

- Department of State Level 3: Reconsider Travel
- Department of State Level 4: Do Not Travel
- CDC Level 3: Reconsider Nonessential Travel
- CDC Level 4: Avoid All Travel

Graduate students engaging in risk-designated international travel must submit a [petition form](#) and undergo a risk review process through the International Risk Management Advisory Board, which makes a recommendation to the university for approval/disapproval.

International Travel Guidelines at KSU: Registration Process

Non-Risk Designated Travel

- Complete the registration form
- Purchase university's supplemental insurance
- Finalize travel plans and itineraries

Risk-Designated Travel

- Complete the petition form, AT LEAST 60 days prior to departure
- IRMAB reviews petition and makes recommendation to KSU
- KSU approves or denies the petitioned travel
- Office of International Safety and Security (OISS) communicates KSU's decision to student
- If approved, complete the form for registration and purchase supplemental insurance
- Finalize travel plans and itineraries

Final tips & takeaways

- Student International Travel must be registered with KSU.
- Risk-Designated Travel must be petitioned through a risk review.
- Travel registration should be done months in advance.
- Contact the OISS early and often.

For further information, please contact:
THE OFFICE OF INTERNATIONAL SAFETY AND SECURITY

Mr. Kelly Nichols, Associate Director
knicho64@kennesaw.edu, 470-578-2416
Website: [International Safety and Security](#)