



JOB AID

Course Plan for Doctoral students who only need 999s

07/01/2025





Contents

Initial steps to create a “No Academic Course” Course Plan.....	2
Student steps to create a “No Academic Course” Course Plan	2
What approvers will see when reviewing a “No Academic Course” Course Plan.	3
What to do if the student’s circumstance changes and they need to complete some academic courses for their degree requirements	4



Course Plan for Doctoral students who only need 999s

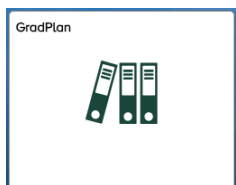
On occasion a doctoral student may not need to take any academic courses to complete their degree requirements. In that case, the student would only need research credits (999s). Research credits are accounted for in the degree audit. In the past there had been no way for a doctoral student in this situation to have a complete course plan in GradPlan. Now, it is possible.

Initial steps to create a “No Academic Course” Course Plan

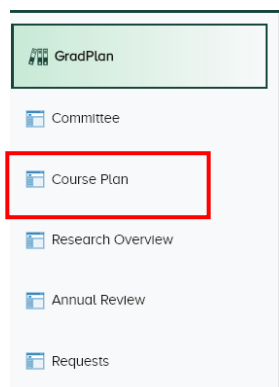
- Student's department identifies a doctoral student who does not need to take any academic courses to complete their degree requirements. The student only needs to complete the requisite number of 999s.
- Student's department emails gradsis@grd.msu.edu and provides the following information: Student name and/or emplid, and notification that the student only needs to complete 999s for their degree requirements—no academic courses are needed.
- The Grad SIS Team will add the student to a student group (for doctoral students who do not need to take any academic courses and only need to complete 999s for their degree).
- The Grad SIS Team will notify the department that the student may now create their “No Academic Course” Course Plan.

Student steps to create a “No Academic Course” Course Plan

- Log-in to <https://student.msu.edu>
- Click on the GradPlan tile



- Click on Course Plan (Note: Committee must be created/approved before other requests may be submitted.)





- Click on Manage Course Plan; you will see the following message. Click OK.

Course Notes - Research Credits Only

Please provide an explanation in the Course Notes section indicating why you do not need to take any academic courses and why you only need to complete research credits (999s) for your degree requirements.

[OK](#)

- In the Course Notes box, provide an explanation as to why you do not need to take any academic courses and why you only need to complete research credits (999s) for your degree requirements.

Course Notes

- Once you have entered the explanation in the Course Notes box, Click the Submit Course Plan for Approval button.

[Submit Course Plan for Approval](#)

- The Course Plan request will move through regular GradPlan Workflow (Form checker, all committee members, program approver, and college).

What approvers will see when reviewing a “No Academic Course” Course Plan

Student Course Plan Request

Request Number

Approval Status In Approval Process

1 row			
Empl ID	Student Name	Academic Program	Academic Plan
		Doctorate in Engineering	Computer Science PhD

Approve or deny the student's requested course plan. If you do not approve, a comment is required and will be sent to the student.

Submitted Request

1 row			
Course	Category	Planned/Completed Term Taken	Planned/Completed Units
<div>Course Notes</div> <div>I have a master's degree and I took all of the necessary academic courses during that degree. Per my advisor, I only need to complete 24 999s.</div>			

Comment

[Approve](#)

[Deny](#)

> [Approval Details](#)



- Reviewers can choose to Approve or Deny the Request.
- Once fully approved, the Course Notes will be viewable on the Course Plan tab on the GradPlan Data Administration page.

Research Overview | Committee | **Course Plan** | Annual Review | Pending Requests

ID [redacted] Name [redacted]

Academic Career GRAD Academic Program Doctorate in Engineering

Candidate Number [redacted] Status Active in Program

Personalize | Find | First 1 of 1 Last

Course	Category	Planned/Completed Term	Units
1			

Course Notes

I have a master's degree and I took all of the necessary academic courses during that degree. Per my advisor, I only need to complete 24 999s.

Total Units

- The Course Plan part of GradPlan is now satisfied.

What to do if the student's circumstance changes and they need to complete some academic courses for their degree requirements

- Department sends an email to gradsis@grd.msu.edu indicating that the student who previously had a "No Academic Course" course plan now needs to take some academic courses. The email should also include the student's name and/or emplid.
- The Grad SIS Team will inactivate the Student Group which identified the student as only needing to take research credits.
- The student will need to modify their current course plan.
 - Log in to <https://student.msu.edu>.
 - Click on the GradPlan tile
 - Click on Course Plan
 - Click on Manage Course Plan

Current Course Plan

Manage Course Plan

1 row

Course ↑↓	Category ↑↓	Planned/Completed Term ↑↓	Units ↑↓

Total Units 0.000

Course Notes

I have a master's degree and I took all of the necessary academic courses during that degree. Per my advisor, I only need to complete 24 999s.



- Click on Add Course

Course Plan

[Add Course](#)

- Add the necessary courses

Course Search

×

Course Search

Search for courses to add to your course plan.

- Click **Search My Classes** to identify courses you have already taken that you want to include in your plan.
- Identify a subject and click **Search by Subject** to search the Course Catalog for courses you plan to take in the future.

Search Criteria

Search My Classes (Previous Classes)

[Search My Classes](#)

Search By Subject (Future Classes)

Subject Area

Class Level

☒ 900 Level only

☐ 800 Level and above

☐ 400 Level only

☐ 399 Level and above

[Search By Subject](#)

- Add Categories and Planned Terms (if future courses). When complete, Click Submit Course Plan for Approval.

Manage Course Plan

Displayed here is your current course plan, showing the courses you intend to use toward your degree. Your plan is used by your program to verify that you complete the courses agreed upon with your graduate advisor or guidance committee and to approve you for graduation.

It is important that this plan be updated as your academic focus may change over time. To make updates to your plan, click **Manage Course Plan**, add or remove courses from your plan, and then submit the revised plan for approval by your graduate advisor or guidance committee.

Course Plan

[Add Course](#)

[Submit Course Plan for Approval](#) [Save As Draft](#)

Course ↑↓	Category ↑↓	Planned/Completed Term ↑↓	Units ↑↓
ADV 800: Advertising and Public Relatio	<input type="text"/>	<input type="text"/>	3 <input type="text"/>
ADV 801: Theories of Digital Media 1	<input type="text"/>	<input type="text"/>	2 <input type="text"/>

Provide additional information that may be useful to your graduate advisor or guidance committee in reviewing your proposed course plan. Comments are optional.

Course Notes

[Submit Course Plan for Approval](#) [Save As Draft](#)

- Once approved, the new course plan will replace the old course plan on the Course Plan Tab in GradPlan.