JOB AID
GradPlan - Workflow
01/26/2021
Doctoral and Master's students in the graduate schools use GradPlan to build and maintain records of their committees, course lists, and yearly research activity updates. Starting in summer 2021, students may also submit Service Requests, asking for updates to their academic record, such as a change to their guidance committee or course plan, adding a dual major or specialization, major change, switching from a PhD to a terminal Masters, approval of a language requirement, and the like.

Depending on the type of request, a workflow process is initiated requiring approval from people in the role of Form Checker, guidance committee member, and department and/or college approvers, replicating the former FTU approval. If your approval is required for a workflow request, you will be notified by email. You may either click on the URL link in the email or navigate directly to Campus Solutions to review the request.

1. Log-in to Campus Solutions: [https://student.msu.edu](https://student.msu.edu)

2. Click on the Graduate & Professional tile:

3. In the navigation menu that opens up, click on Worklist (or click on the Navigator icon to navigate directly to Worklist > Worklist):
Managing Workflow Requests

1. Upon navigating to your worklist, you will see a list of all pending items requiring your attention.

2. Click on a worklist link to open up the details of the request.
### Comprehensive Exam Extension Request

- **Request Number**: 108  
- **Student Name**:  
- **Approval Status**: In Approval Process

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**Approve or deny the student’s request. If you do not approve, a comment is required and will be sent to the student.**

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**Request**

- **Program**: Doctorate Ag & Nat Resources  
- **Plan**: Ag, Food & Resource Econom PHD  
- **Admit Term**:  
- **Current Deadline**: Fall Semester 2023  
- **Extend Until**: Fall Semester 2024  
- **Reason**: need more time

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- **Attached File**: Puffins.png  

- **View Attachment**  
- **Approve**  
- **Deny**

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**Comment**

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- **View Attachment**: view attachment (only if an attachment is required for the request type)  
- **Approve**: click to approve the request  
- **Deny**: click to deny the request  
  - **If you deny a request, you are required to enter a comment**  
- **Comment**: if you deny a request, you must enter a comment here; the student is notified of the denial, and can view your comment  
  - **Comments are optional for requests that you approve**

- **Click the Approval Details link** at the bottom of the entry to view the workflow progression for the request, including the names of previous or remaining approvers.
If you are the final approver in the workflow, a confirmation message is displayed informing the user either that the requested change has been processed automatically or that a manual entry by the approver is required.

Changes to academic plans—whether processed automatically or entered manually—usually also require an update to the student’s graduate advisor. Final approvers should check the graduate advisor assignment and update as needed.

Reminder emails about pending worklist items awaiting a response are sent every three days. If a request is not acted upon within two weeks, the Form Checker for the student’s department is notified to take further action.

If a workflow item has been assigned incorrectly, an update may be required to the list of approvers. Contact the Graduate School to have the approver list updated and the workflow request reassigned.

Workflow begins in January 2021 only for course plan and guidance committee requests. Students will be able to submit service requests starting in summer 2021.