



JOB AID

GradPlan - Workflow

01/21/2022



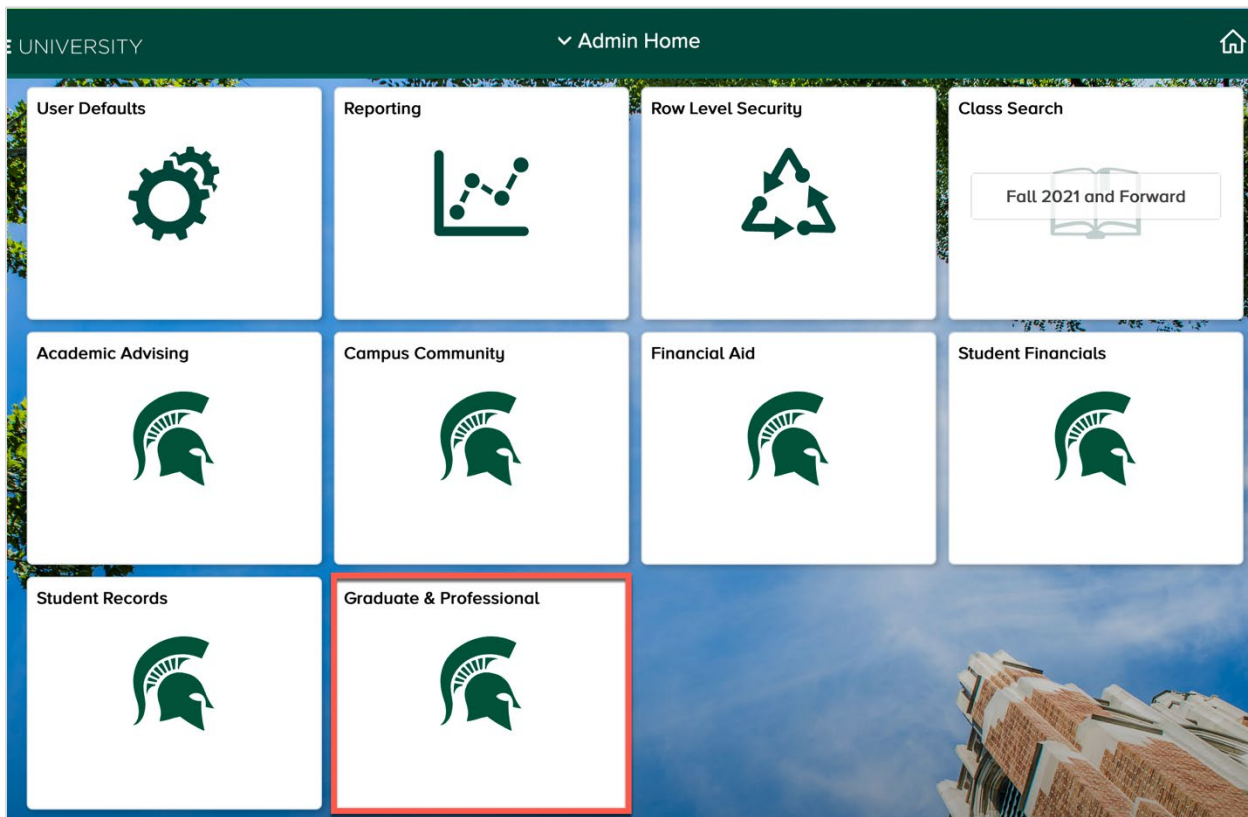


GradPlan | Workflow

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. Students may also submit 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, 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>
2. Click on the Graduate & Professional tile:



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



Admin Home Graduate & Professional New Window | Help | Pers

Student Services Center

- GradPlan Data Administration
- Candidate Management
- Track RCR
- Student Milestones
- Thesis Management
- Non-Regular Committee Members
- Placement & Residency
- Honors and Awards
- Publications
- Extracurricular Activities
- MSU Licenses and Certificates
- Candidate Management Override
- GradPlan Students
- Verify Advisee Training
- Worklist**

Worklist

Worklist for [Name] Worklist Filters [Dropdown] Feed

[Detail View](#)

Worklist Items

From	Date From	Work Item	Worked By Activity	Priority	Link
[Name]	10/20/2020	Approval Routing	Approval Workflow	1-High	GR_CMR_APPROVAL_291_GR_CMR_APPROVAL_1901-01-02_N_0_MSU_GR_SS_REQ_NBR:130_RDC:RA,0,A
[Name]	11/17/2020	Approval Routing	Approval Workflow	1-High	GR_CPA_APPROVAL_308_GR_CPA_APPROVAL_2020-01-04_N_0_MSU_GR_SS_REQ_NBR:150_RDC:RA,0,A

Refresh

Managing Workflow Requests

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

Worklist for [Name] Worklist Filters [Dropdown] Feed

[Detail View](#)

Worklist Items

From	Date From	Work Item	Worked By Activity	Priority	Link
[Name]	09/10/2020	Approval Routing	Approval Workflow	1-High	GR_FLR_APPROVAL_267_GR_FLR_APPROVAL_1901-01-02_N_0_MSU_GR_SS_REQ_NBR:85_RDC:RA,0,A
[Name]	09/11/2020	Approval Routing	Approval Workflow	1-High	GR_PLS_APPROVAL_269_GR_PLS_APPROVAL_1901-01-02_N_0_MSU_GR_SS_REQ_NBR:88_RDC:RA,0,A
[Name]	09/11/2020	Approval Routing	Approval Workflow	1-High	GR_EXX_APPROVAL_270_GR_EXX_APPROVAL_1901-01-02_N_0_MSU_GR_SS_REQ_NBR:89_RDC:RA,0,A

2. Click on a worklist link to open the details of the request.



Comprehensive Exam Extension Request

Request Number 108

Student Name

Approval Status In Approval Process

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

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

Attached File Puffins.png

[View Attachment](#)

[Approve](#)

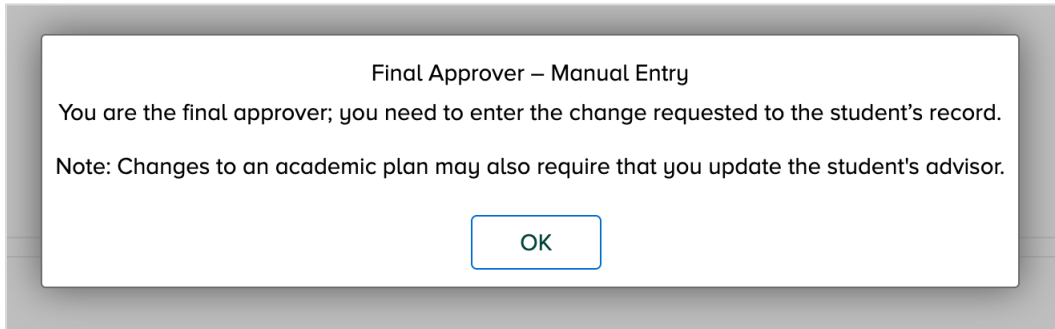
[Deny](#)

Comment

[Approval Details](#)

- **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—may 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. Send an email to ithelp@msu.edu with the correct information (name, role and CS plan code(s)) to have the approver list updated and the workflow request reassigned.

Note: as a reminder and to assist faculty: if the email notification the plan signer should have received has been lost, signers should check their “Worklist” to see any outstanding requests that require action.

Worklist may be reached by:

1. Clicking on the Graduate and Professional Tile
2. Worklist is in the menu on the left side of the page

OR

1. Clicking on the Compass in the upper right corner
2. Clicking on Navigator
3. Choose Worklist from the list
4. Choose Worklist again