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Administrative staff can see the Graduate & Professional tile on their home page after logging in to SIS at https://student.msu.edu.

After clicking on the Graduate & Professional tile, the page opens with a list of menu items on the left side of the page.

A complete GradPlan is required prior to a student’s degree being conferred. GradPlan consists of 4 parts: Annual Research Overview, Committee, Course Plan, and Annual Review

GradPlan Data Administration

1. Click GradPlan Data Administration on the left side menu. (Screenshot on next page) GradPlan Data Administration is the staff view of GradPlan. (Students have a different view which may be seen in the GradPlan Overview for Students Job Aid: https://sis.msu.edu/_assets/documents/graduate/GR-GradPlanOverview-Student.pdf)

2. ID: If you know the Student ID, enter it and click Search. If you do not know the Student ID, enter Last Name/First Name and click Search.
The GradPlan Data Administration page opens to the Research Overview tab.

**Research Overview Tab**

This is where results are stored for the activity guides graduate students are required to complete every year they are active in their graduate program. The activity guides are assigned at the start of each academic year as “to-do” items, with students' responses stored on this page.
Students are required to complete the activity guide every academic year they are enrolled in their graduate program. There is a row for each academic year, beginning with the current year, where staff can review the status/results, including:

A. **Graduate Handbook**: In this section, the student acknowledges responsibility to follow university/department guidelines and policies.

B. **Responsible Conduct of Research**: The student acknowledges responsibility to follow responsible and ethical conduct of research requirements and to complete required training.

C. **Research Reviews and Approvals**: In this section, if a student answers “yes” to either of the human/animal subject questions, additional fields open for the IRB Number/IACUC Number validating that the required approvals have been obtained. These fields are editable by staff with the GradPlan User/Update role to make corrections, if necessary.

![Research Reviews and Approvals](image)

D. **Committee and Course Plan**: Here, the student acknowledges they will keep their guidance committee composition (if required by their program) and course plan up to date.

E. **Milestones and Thesis/Dissertation**: In this section, Doctoral students can indicate a subject area for their comprehensive exam and a proposed dissertation/thesis title.

![Milestones and Thesis/Dissertation](image)

**Committee Tab**

If a committee is required by the student’s program, staff can see a list of current committee members here once the committee request has been submitted by the student and approved by all plan signers.

**Note**: Staff can check their Worklist to see if a request is routing for a student. A Quick Guide regarding “Worklist” may be found on the SIS Training website at: [https://sis.msu.edu/training](https://sis.msu.edu/training).
Committees are maintained on a separate page that includes a history of when committee members were added or removed over time (see Candidate Management section below).

**REMINDERS:**

- Students are to make changes to their committee composition through GradPlan. Staff are not to make any updates to a student’s committee on the Candidate Management page.

- Students in programs that require a guidance committee must have an approved committee prior to submitting a course plan request.

- If a committee composition changes at any time (new members, faculty leaving MSU, outside faculty being added, etc.) the student must submit a revised committee for approval so any future GradPlan requests will route to the correct committee composition.

- If a student wants to add a non-tenured MSU person or a non-MSU person as a committee member, please follow the process at: https://grad.msu.edu/graduate-school-approved-faculty-committees#individual

- An approved non-MSU committee member with no previous MSU affiliation must have a guest account set up before the student is able to add them as a committee member. When the non-MSU committee member is added into SIS, they will receive emails from gradsis@grd.msu.edu welcoming them to serving on a guidance committee at MSU and providing instructions on how to set up a guest account. The non-MSU committee member must create their guest account as soon as possible using the email address that was given when the request for approval was submitted to the Graduate School.
Course Plan Tab

If the student has created and submitted a course plan and it has been approved, staff can review it here.

![Course Plan Tab](image)

Depending on the program, students may not complete a course plan until after their first or second year. The course plan is not tied to the Degree Audit. It is simply a planning tool for the student to indicate what they intend to take over the course of their program. Staff should cross-reference what is in the course plan with the Degree Audit to ensure that the students have taken or plan on taking courses that meet their degree requirements.

**Note:** Research Credits (899s/999s) are not accounted for in the Course Plan. They are only accounted for in the Degree Audit.

**REMINDERS:**

- If a student is in an academic plan that does not require a committee, there **MUST** be an advisor listed on the student’s record **BEFORE** the student submits their course plan for approval. Otherwise, the request will stall and it will be denied by the Grad SIS team.
  - The Form Checker should look at the routing in the link for the request to ensure that there is an advisor listed (and the advisor is correct) prior to approving the request. If the advisor is missing or incorrect, the Form Checker should “deny” the request.
- Students are to use “Search My Classes” for any previous courses taken and “Search By Subject” for any future classes. (Example below)
GradPlan will only show students courses where they have received a 2.0 or higher as choices when creating their course plans. If your unit is willing to accept a course with a grade below 2.0 as part of the degree plan, the only option is for the student to add a Course Note about the class in their Course Plan request.

Annual Review Tab
Staff has access to annual reviews students complete with their advisors from this shared repository. As a department’s review cycle is concluded (May 15 for academic year reviews or January 15 for calendar year reviews), staff can upload the students’ review document(s) to this page, which will have a row for each academic year. Multiple documents can be uploaded. Students can see what attachments were uploaded on their GradPlan page. Students can also upload documentation of completed reviews with their advisor in GradPlan themselves. If a student uploads something in error, staff with the GradPlan User/Update role can delete what the student uploaded.

Note: A quick guide titled “How to upload an annual review” (https://sis.msu.edu/training) provides direction on how staff and students can upload Annual Review documentation.
Different types of documents may be uploaded for the annual review (Word, Excel, PDF, etc.), but the file name MUST be less than 65 characters, or the file will not upload and there will be an error message.

This is an annual requirement.

**Note:** For students in academic plans that have been approved/denoted by the Graduate School as being “Lockstep”, there are separate GradPlan Job Aids for students and staff on the SIS Training website: [https://sis.msu.edu/training](https://sis.msu.edu/training).

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**Candidate Management**

This is where the student’s guidance committee members are recorded and staff can see changes over time in the committee composition.

1. **Candidate Management** Navigation: Menu > Records and Enrollment > Candidate Management (see screenshot on next page)

2. **ID:** If you know the Student ID, enter it and click **Search**. If you do not know the Student ID, enter Last Name/First Name and click **Search**.

The committee (supervisor) page opens with a separate row (or Sequence number) for each committee member who has ever served on the student’s committee. As changes are submitted by the student and approved via workflow, this page is updated automatically with a new sequence number (for a new committee member) or effective-dated row (for a change to an existing committee member) reflecting the change.
**REMINDER:** Staff are not to make any changes on the Candidate Management page—students are expected to submit all committee changes via the GradPlan workflow. However, this page does serve as a record of changes over time and is useful for reviewing those changes.