



JOB AID

GradPlan – Student View

Revised 06/01/2024





Contents

Committee3

Course Plan5

Annual Research Overview8

Annual Review10

Requests.....10

 Plan Change.....11

 Leave of Absence13

 Language Requirement.....13

Denied Requests14

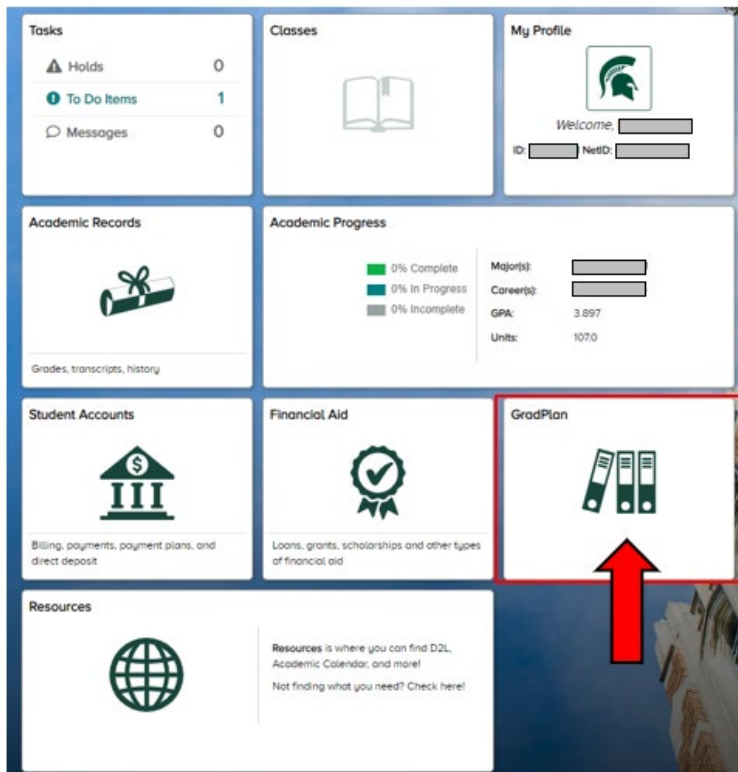


GradPlan – Student View

Master's and Doctoral students in the Graduate Career (not Medical or Law careers) will see the GradPlan tile on their home page. GradPlan is where students will manage their Guidance Committees and Course Plans, complete an annual activity guide of research related questions, and be able to add/view annual reviews with their advisor. This job aid shows what GradPlan looks like from a student perspective.

Note: Students in specific academic plans that have been approved/denoted as being “Lockstep” should see the job aid, GradPlan Overview Student—Lockstep Programs (found on the SIS Training website at: <https://sis.msu.edu/training>) because their GradPlan will look and function differently than the GradPlan illustrated in this job aid. (Lockstep programs are those with a cohort of students who take all of the same classes at the same time and there is no individuality in the program plan.)

All Master's and Doctoral students must have a complete GradPlan prior to graduation. This means, the committee (if required) has been created, approved, and is up to date; the course plan has been created, approved, and is up to date; the Annual Research Overview has been completed for all academic years (including the year the student is planning on graduating); the Annual Review has been completed for all academic years (including the year the student is planning on graduating).



Log in to <https://student.msu.edu>. Once logged in, the student home page appears.

To get to GradPlan, click on the **GradPlan** tile. The page opens with menu items on the left, with the Committee option listed first.



Committee

Students should refer to their department handbooks as to when their guidance committee needs to be created and submitted for approval.

If you have a guidance committee already, it will be displayed under **Committee**.



1. To create a new committee or to update an existing committee, click **Manage Committee**.

Committee

Most students in Master's and Doctoral programs are required to assemble a guidance committee. Refer to the Academic Programs catalog for information about deadlines and committee membership:

- Master's Program Examinations
- Planning a Doctoral Program and Appointment of a Guidance Committee

To create your committee for the first time, or to make changes to an existing committee, click **Manage Committee**, add or remove members or change committee roles, and submit for approval.

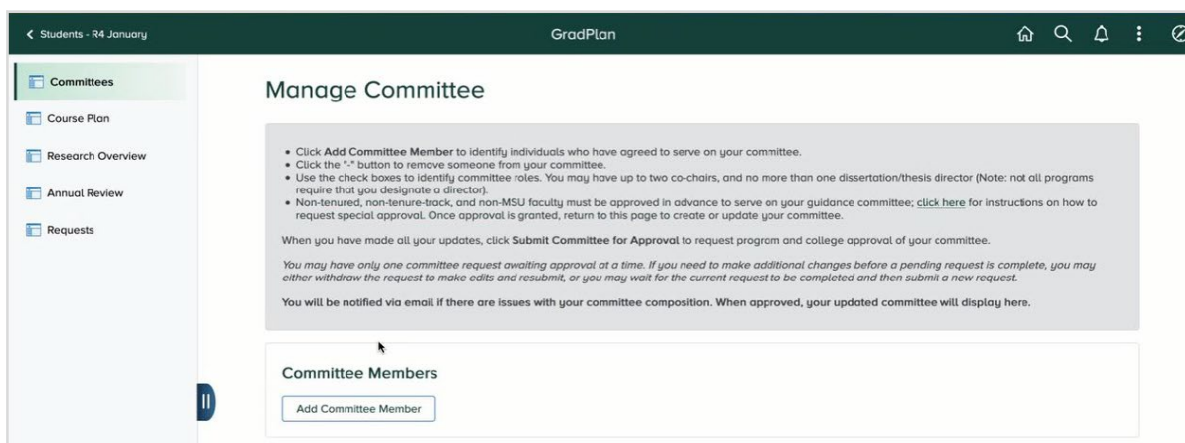
Current Committee

Manage Committee

You have not yet assembled a guidance committee.

If you are in a program that also requires creation of a course plan, be sure to have a guidance committee created and approved **before** you submit a course plan request.

The Manage Committee page opens with instructions for adding/deleting Committee Members.





2. Click **Add Committee Member** and a Committee Member Search page opens.

Note: Students can select any MSU tenured faculty member, tenure-track faculty member, or librarian as a committee member. Through an approval process, students can request other non-tenured MSU staff or individuals outside of MSU to serve on their committee. These are referred to as “specially approved” committee members and they must be approved before you can select that person on this page. Students need to work with their departments to request approval for non-tenured MSU or non-MSU committee members. This process does take some time to complete, so plan accordingly.

- a. Enter **First Name** and **Last Name**, or **Email Address** or **MSU NetID**.

Hint: Enter the faculty person’s last name OR email. The system does not search well when both are entered. (Things work best when just the last name is entered.)

Note: Newly approved non-MSU faculty people who have never had an affiliation with MSU must complete a Guest Credentialing process and receive an ID number in the system before a student is able to choose that person for their committee.

- b. Click **Search**.
- c. The available committee members matching the search criteria will appear in the Search Results; select the desired person to add to the committee.
- d. Click **Add Selected People to Committee**.
- e. Repeat steps a-d until all committee members have been identified. (Ph.D. students need at least 4 committee members; Master’s Plan A students need at least 3 committee members; Master’s Plan B students who need a committee need at least 2 committee members.)

3. To remove a committee member, click the “-” icon at the right.



4. To enter or update the Committee Member Role, use the checkboxes to identify the chair(s) and optional dissertation/thesis director. (Some programs may need a dissertation/thesis director and others may not. Reach out to your program for direction on whether you need to indicate a dissertation/thesis director.)
5. Once the entire committee is identified and Committee Chair or Co-chairs are selected, click **Submit Committee for Approval** to initiate the workflow approval process. The request will be routed to various program and college approvers, including to each committee member to confirm their willingness to serve, before being added to the student record.

Once the request is submitted, you will be able to view the proposed committee in the Submitted Request section.

Submitted Request

Request Number 151

Approval Status In Approval Process

Name	Email Address	Chair	Dissertation/Thesis Director
Cox		✓	
De			
Bo		✓	
Hu			
Tor			

[Cancel Request](#)
[▶ Approval Details](#)

- Click **Cancel Request** to cancel the request and stop the workflow from progressing further.
- Click **Approval Details** to display the workflow progression.
- If a committee composition changes at any time, a revision to the approved committee must be submitted and approved before any other GradPlan requests are submitted.

Course Plan

On the Course Plan page, students identify the courses they are intending to take to complete their degree requirements. While the Degree Audit lists all the various requirements that must be satisfied to earn the degree, the course plan is where students identify the specific courses intended to be used to satisfy each requirement. **The course plan is not tied to the degree audit.**

Students should refer to their department handbook as to when their course plan should be created and submitted for approval.



Note: Students in programs that require a guidance committee must have an approved committee prior to submitting a course plan request. For students in programs that do not require a guidance committee, an advisor must be listed on the student's record before a course plan is submitted. If there is no advisor listed, the course plan request will stall and will be denied. (Departments enter advisors on student records.)

Click **Course Plan** in the menu on the left; the page opens with instructions and the current course plan (if one exists).

Course Plan

In conjunction with your advisor or guidance committee, develop a course plan to list the courses you intend to use towards your degree. Your plan is used by your program to verify that you complete the courses agreed upon with your advisor/committee and to approve you for graduation.

When you have completed your initial course plan—usually required by the end of your first or second year of study—submit the plan to your advisor or committee for approval. Should your academic focus change over time, be sure to update this plan and submit the revised version for re-approval.

Current Course Plan

[Manage Course Plan](#)

Course	Category	Planned/Completed Term	Units
BME 841: Translat Innov Lab		Spring Semester 2020	3.00
BME 844: Biosensors		Spring Semester 2021	3.00
CMB 800: Cell & Molecular Biology Sem		Spring Semester 2023	1.00
CMB 880: Laboratory Rotation		Summer Semester 2021	1.00
CMB 890: Independent Study		Fall Semester 2021	1.00

Course Notes

1. Click **Manage Course Plan** to bring up the page where changes can be made. Click **Add Course** to open the course search page and add a new course to the plan.

- Use “**Search My Classes**” for any **previous courses** that you have taken and want to include in your Course Plan.
- Use “**Search By Subject**” for any **future courses** that you plan to take and want to include in your Course Plan.



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

Search Results

3. As courses are added to the plan, the **Category** and **Planned Term** (for future courses) values may be selected. If a course is offered for variable credit, the **Units** column is editable. For completed courses, the **Completed Term** and actual **Units** are displayed.

Course Plan

Add Course

Submit Course Plan for Approval

5 rows

Course	Category	Planned/Completed Term	Units
BME 841: Translat Innov Lab	Elective	Spring Semester 2020	3
BME 844: Biosensors	Elective	Spring Semester 2021	3
CMB 800: Cell & Molecular Biology Sem	Major Field	Spring Semester 2023	1
CMB 880: Laboratory Rotation	Major Field	Summer Semester 2021	1
CMB 890: Independent Study		Fall Semester 2021	1

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

Course Notes

4. Courses may be removed from the plan by clicking the “-” icon on the right side of the screen.

5. Any additional information you would like your plan reviewers to know may be entered in the “Course Notes” section of the request.

GradPlan--Student View

Revised 06/01/2024 7



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

- When all changes have been made, click **Submit Course Plan for Approval** to initiate the workflow approval process. The request will be routed to various program and college approvers, including to each guidance committee member, if a committee exists, or graduate advisor if there is no committee.

Note: If the course plan needs to change after the initial plan has been approved, return to this page to make updates, and submit a revised plan for approval.

Once the course plan request is submitted, the proposed plan can be viewed in the Submitted Request section.

Submitted Request

Request Number 149

Approval Status In Approval Process

5 rows

Course	Category	Planned/Completed Term	Units
BME 841: Translat Innov Lab	Elective	Spring Semester 2020	3.00
BME 844: Biosensors	Elective	Spring Semester 2021	3.00
CMB 800: Cell & Molecular Biology Sem	Major Field	Spring Semester 2023	1.00
CMB 880: Laboratory Rotation	Major Field	Summer Semester 2021	1.00
CMB 890: Independent Study	Required	Fall Semester 2021	1.00

Course Notes

Cancel Request

► Approval Details

- Click **Cancel Request** to cancel the request and stop the workflow from progressing further.
- Click **Approval Details** to display the workflow progression.

Annual Research Overview

The Research Overview is an annual component of GradPlan. Every Fall, graduate students will be assigned an activity guide where they will answer a series of questions about their student rights, responsibilities, and research.

The Research Overview page keeps a record of activity guides In Progress as well as the Completed guides you may have submitted in prior years.

When completed, the Research Overview page will open showing affirmations (initials and date) of the various items (Graduate Handbook, Responsible Conduct of Research, etc.).



GradPlan

Committee

Course Plan

Research Overview

Annual Review

Requests

Research Overview

This page contains information from current and past annual research overview questions.

In Progress
Note: Selecting an in progress row will take you to the research overview for that year
1 row
Academic Year
2023-2024

Completed
2 rows
Academic Year
2021-2022
2022-2023

In the **Research Reviews and Approvals** section, affirm whether you are participating in research that involves human or animal subjects. If the answer is yes, there will be a second field where you must enter the associated IRB or IACUC number.

Research Overview for 2021

Research Overview

Graduate Handbook

I understand I am responsible for following the policies and practices stated in the Academic Programs Catalog, which is the University's official record of regulations and program requirements. In addition, I am also bound by college and department policies and rules found in my program's Graduate Program Handbook.

Additional policies are described in Graduate Student Rights and Responsibilities.

Initials KAH

Date 08/20/21 6:10PM

Responsible Conduct of Research

Every student conducting research/scholarship is required to be educated on the responsible methods, interpretations, citations, analysis, and dissemination of that work. The faculty in your graduate program and college offer courses and other programs to assist you in conducting your work with scholarly integrity.

- You are responsible for tracking your progress in fulfilling the requirements of your program and/or college. You can find your program or college plan here: Departments and Programs.
- For general information, please visit: Research Integrity.
- Contact your program for more details.

I understand that completion of Responsible Conduct of Research training as defined by my college or program is required on an annual basis.

Initials KAH

Date 08/20/21 6:16PM

Research Reviews and Approvals

As part of MSU's Human Research Protection Program, the Institutional Review Board (IRB) reviews all research studies that involve human subjects before the research can be started.

If you or your graduate advisor has already obtained IRB approval for research involving human subjects, the approved IRB number must be entered here; if not, please contact the IRB office at irb@msu.edu for further instructions. Once a number is assigned, return to this page to enter the number. *Please note that the requirement here is for the approved IRB number, not the application number.*

In the past year, have you initiated or conducted any research involving the use of human subjects?



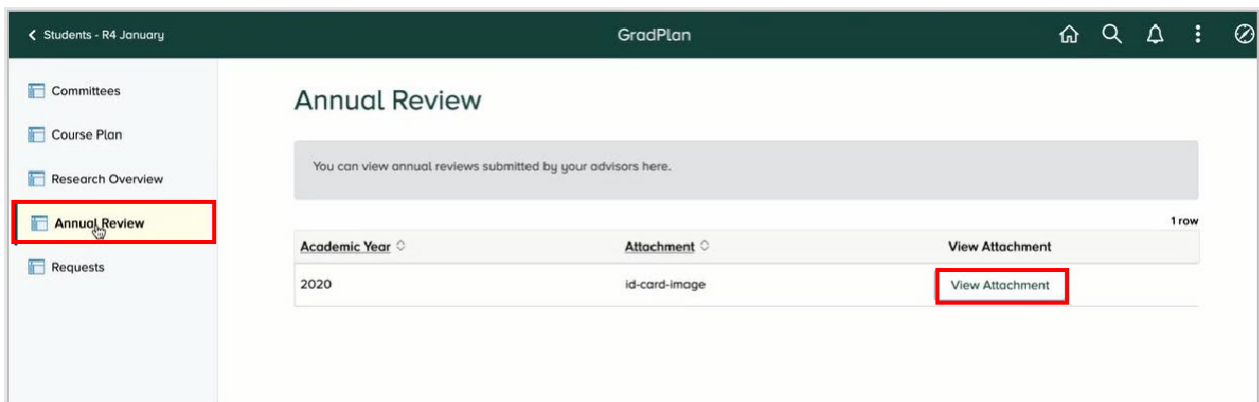
Annual Review

The Graduate School has a requirement for students to complete an Annual Review each year with their advisor to discuss progress in their program. The Annual Review page in GradPlan is the repository of those required reviews.

You and your graduate advisor will complete an annual review each year in whatever format your department uses and the completed form(s) may be uploaded to this page by department staff. If the student has been instructed to do so, a finalized annual review may be uploaded by the student (if the department has not already uploaded a file). Once the completed document has been uploaded, you will be able to see the document by clicking on View Attachment.

Department staff, graduate advisors, and guidance committee members with administrative access to GradPlan are also able to see your annual reviews.

Note: Quick guides for students and staff titled “How to upload an annual review” may be found at <https://sis.msu.edu/training>.



Requests

The Requests page allows students to request changes or updates to their enrollment or program. Depending on the Request Type selected, students will be asked to enter details before submitting the request or instructions will be provided for completing the request outside of SIS Campus Solutions.

When you select the Request Type drop-down, the available options vary depending on your degree level and type. Options may include:

- Dual Major Request
- Excess Credit Override Request (Additional 899 or 999 credits): **This is an informational option only.**
- Extension—Comp Exam (additional time to complete comprehensive exam)
- Extension—Program (additional time to complete degree)
- Leave of Absence Request: **This is an informational option only.**
- Plan Change—Master/PHD (Doctoral students changing to a Master’s degree)
- Plan Change—Add a Specialization
- Foreign Language Requirement (completion of language requirement)
- Plan A/Plan B (Master’s students switching between thesis/non-thesis option)



Example:

*Request Type

- ✓ Dual Major Request
- Excess Credit Override Request
- Extension - Comp exam
- Extension - Program
- Leave of Absence Request
- Plan Change - Major
- Plan Change - Master/PHD
- Plan Change - Specialization

Create Request

The format is essentially the same for all service requests; the following are shown as examples.

Plan Change

Students - R4 January

GradPlan

*Request Type Plan Change - Master/PHD Create Request

Committees

Course Plan

Research Overview

Annual Review

Requests

Once a Request Type is selected from the drop-down, click Create Request. A New Request page will open where the student can review information or enter details to submit a request. In the example below, the **Plan Change** Request Type requires the student to complete a few required fields before submitting the request.

Students - R4 January

GradPlan

New Request

Major Change Request - Master/PHD

Request a change in major, change from a Ph.D. to a Master's-level program, or move between a Plan A (thesis) and Plan B (non-thesis) Master's option. Please provide your present status, proposed status, and your reason for requesting the change. Once approved, please revisit your course list in GradPlan and make the appropriate changes to adapt to your new status.

Current Major

Program Doctorate in Arts and Letters

Major Philosophy PHD

Request

*Effective Term

Program Master's in Arts and Letters

*Academic Plan

Submit Request



Once submitted, the request will appear under Open Requests with a status of “In Approval Process.”

Students - R4 January

GradPlan

*Request Type Create Request

Open Requests

Request Number	Request Type	Approval Status
699	Plan Change - Master/PHD	In Approval Process

Click the item to review details or cancel the request:

Students - R4 January

GradPlan

Plan Change - Master/PHD Request

Request Number 699

Student Name

Approval Status In Approval Process

You do not have any pending actions to take on this request.

Approve or deny the student's requested guidance committee, and affirm your willingness to serve on the committee. If you deny, a comment, which will be sent to the student, is required.

Current Major

Program Doctorate in Arts and Letters

Major Philosophy PHD

Submitted Request

Effective Term Fall Semester 2020

Major Philosophy MA

Plan A/B Philosophy Thesis (A)

Approve Deny **Cancel**

Comment

Approval Details

- Click **Cancel** to cancel the request and stop the workflow from progressing further.
- Click **Approval Details** to display the workflow progression.



Leave of Absence

This is an example of an information-only document request. When a **Leave of Absence Request Type** is selected, a New Request page will open containing information about the process for requesting a leave.

The screenshot shows the 'New Request' page in the GradPlan system. The 'Request Type' is set to 'Leave of Absence Request'. The page contains the following text:

A leave of absence should be requested if you need to take a break from your studies for personal, medical, or other reasons. You must attest that you understand university policies, procedures, and processes, as well as that you have a limited time to complete your degree requirements. Leaves for medical reasons have additional requirements; see [Link TBD] for details on how to request a medical leave.

University policy is that if you are not enrolled for three consecutive semesters, including summer semester, you will have to apply for re-admission to MSU and the graduate program. There is no guarantee of re-admission.

- Application for Readmission.

Language Requirement

When the **Foreign Language Requirement Request Type** is selected, a New Request page will open where a student can identify the language for which they want approval and describe in the Comments section how they obtained proficiency in that language. **This service request is available only to students in programs that have a foreign language requirement. Note: there must be a Foreign Language milestone in your list of milestones before you submit this type of request. (Check with your department about the milestone.)**

The screenshot shows the 'New Request' page in the GradPlan system. The 'Request Type' is set to 'Foreign Language Requirement Request'. The page contains the following text:

Submit this form to identify how you have completed the foreign language requirement for your program. You can identify multiple languages if your program requires proficiency in more than one.

- Use the drop-down list to select the language.
- Use the text box to describe how you are demonstrating proficiency—for example, based on coursework completed, proficiency as a native speaker, etc.

The form includes the following fields:

Description	Milestone Level	Comment
Foreign Language	Dutch	took a course

There is a 'Submit Request' button at the bottom left.

Once submitted, the request will appear under Open Requests with a status of “In Approval Process.”

The screenshot shows the 'Open Requests' page in the GradPlan system. The 'Request Type' is set to 'Foreign Language Requirement'. The table below shows the requests:

Request Number	Request Type	Approval Status
699	Plan Change - Master/PHD	In Approval Process
700	Foreign Language Requirement	In Approval Process



Click the item to review details or cancel the request:

- Click **Cancel** to cancel the request and stop the workflow from progressing further.
- Click **Approval Details** to display the workflow progression.

Denied Requests

If a request is denied, students can see the comments as to why the request was denied.

1. Click on **Denied** in the Approval Status Column to open the request.

The screenshot shows the 'Open Requests' table in the GradPlan system. The table has columns for 'Request Number', 'Request Type', and 'Approval Status'. A red box highlights the 'Denied' status in the 'Approval Status' column for request number 4455.

Request Number	Request Type	Approval Status
4455	Extension - Program	Denied

2. Click on **Approval Details**.

The screenshot shows the 'Request' details page in the GradPlan system. The 'Reason' field contains the text 'need more time'. The 'Approval Details' link is highlighted with a red box.

Program: Doctorate Ag & Nat Resources
Plan: Ag, Food & Resource Econom PhD
Admit Term: Fall Semester 2017
Current Deadline: Fall Semester 2021
Extend Until: Summer Semester 2022
Reason: need more time
Attached File: Annual_review_upload.docx
View Attachment | Approve | Deny | Cancel
Comment:
Approval Details




3. Click on the approval step that has the **View/Hide Comments** text to the right of the conversation bubble to see the denial comments.


▼ Approval Details

Approval Details



Forms Checker Step


Step Status: Denied  **View/Hide Comments**

Admin Denied

 01/21/22 - 2:47 PM

▼ Comments

 Ann at 01/21/22 - 2:47 PM
Administrative approval performed by 

 at 01/21/22 - 2:47 PM
wrong semester, please resubmit.