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Adding a new Track RECR page for a new graduate degree

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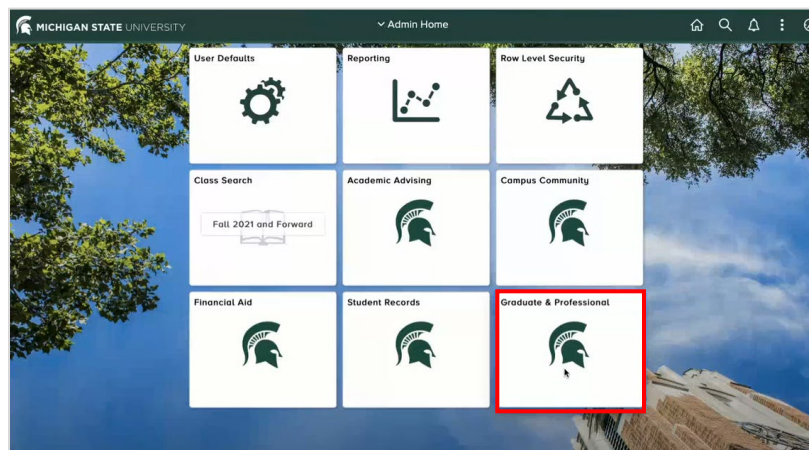
Adding a new Track RECR page for a new graduate degree

Separate Track RECR pages for multiple graduate degrees

The Track RECR page indicates the first academic year in the first graduate career program that a student was enrolled. When students complete one graduate degree and then begin another graduate degree later, a new Track RECR page must be created to accommodate the RECR requirements for the new degree.

IMPORTANT!

- **This functionality is ONLY to be used when a student has completed one graduate career degree and has started another graduate career degree later. It is intended to separate each degree's RECR requirements. It is not for students getting a Master's degree in passing on the way to earning a PhD. Only one Track RECR page is needed for that scenario.**



How to add a new Track RECR page for a new Graduate Degree

- Log-in to <https://student.msu.edu>
- Click on the Graduate & Professional Tile
- Click **Track RECR** on the left side menu.



- **Emplid:** 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.
- At the top of the RECR page to the right of the student's name and Emplid, there is a "Start New RECR Requirements" button.

- Click on the Start new RECR Requirements button
- A box comes up where the new RECR requirements are defined (First academic year of new RECR page and the date when the new page should start).
- Type in the First Academic Year of the new Graduate Degree (format example: 2023-24)
- Add the date in which the new Graduate Degree begins in the "As of Date" section (format example: mm/dd/yyyy). The date should be the first day of the academic year for the new Track RECR page. (Example: new academic year = 2023-24; Use the first day of that academic year (09/01/2023). Otherwise, the date defaults to the current (today's) date.



- Click OK
- The Track RECR page now has two rows. In the example below the new page has a 2023-24 academic year start date.

This screenshot shows the top of the Track RECR page. At the top right, it says "First 1 of 2 Last" with arrows. Below this are two buttons: "Start new RECR Requirements" and "Update RECR Requirements". The page is titled "Academic Career Graduate" and "First Academic Year 2023-24". A red arrow points to the "1 of 2" indicator.

- The original page (below) is viewable by clicking an arrow button or Last.

University RECR requirements: <https://grad.msu.edu/researchintegrity>

This screenshot shows the original Track RECR page. At the top right, it says "First 2 of 2 Last" with arrows. Below this are two buttons: "Start new RECR Requirements" and "Update RECR Requirements". The page is titled "Academic Career Graduate" and "First Academic Year 2019-20". Below the title is a table with one row: "Year 1 Training - Four CITI Modules (All students)" with a "Complete:" checkbox. A red arrow points to the "2 of 2" indicator.

- When a “new” Track RECR page is started, the “old” Track RECR page becomes “locked.” No changes can be made and no comments can be added to the old page.
- Anything from the “old” Track RECR page that was completed on or after the new RECR page start date will appear on the “new” RECR page after a few minutes. (*You need to refresh the page after a few minutes.*)
- Courses that may have been in a “refresher year” field on the old page may now be in the “Discussion-Based” section on the new page because refresher training does not start until year 3, but discussion-based training can start in Year 1.

Helpful Hints

- If a mistake is made with the date on which the “new” page should begin, click on the Update RECR Requirements button.



The screenshot shows the top navigation bar of the Student Information System. It includes a 'First' button, a '1 of 2' indicator, and a 'Last' button. Below this, there are two buttons: 'Start new RECR Requirements' and 'Update RECR Requirements'. The 'Update RECR Requirements' button is highlighted with a red arrow. Below the buttons, there is a section for 'Academic Career' with 'Graduate' selected, and 'First Academic Year' with '2023-24' selected.

- The new page start date may be adjusted by correcting the "As of Date" and clicking OK

The screenshot shows a dialog box titled 'Update RCR Requirements'. It has a close button (X) and a 'Help' link. The dialog contains two input fields: '*First Academic Year (YYYY-YY)' with the value '2023-24' and '*As of Date' with the value '08/16/2023'. Below these fields are 'OK' and 'Cancel' buttons. A red arrow points to the 'OK' button. The background shows a blurred view of the main interface.

REMINDERS:

- Users must have a GradPlan role and at least the RECR update-in-person discussion role to start a new RECR page.
- If a student completed year 1 and year 2 CITI modules in the first degree program and dates completed were within 5 years of starting the second degree program, the year 1 and year 2 CITI modules do not need to be completed again. Those years should be marked complete on the new Track RECR page, and a comment should be added to the bottom of the page. Users with the "RECR Correct" role can mark years complete and add comments.
- Students need to complete 6 hours of discussion-based training for each degree.
- Refresher training begins in year 3 for PhD students.
- All one-on-one discussion training PhD students may have with their advisor that are in "Not Reviewed" Status must be verified/rejected prior to the creation of a new RECR page for a new degree.

If you have any questions, please reach out to gradsis@grd.msu.edu for assistance.