JOB AID

Adding a new Track RECR page for a new graduate degree

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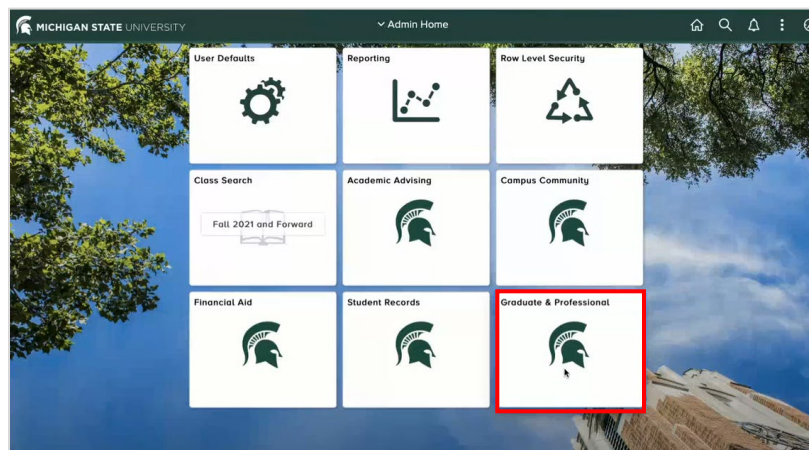
How to add a new Track RECR page for a new Graduate Degree

- 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.

First ◀ **1 of 2** ▶ Last

| | Start new RECR Requirements | ⊟ |
| | Update RECR Requirements | |

Academic Career Graduate   First Academic Year 2023-24

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

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

First ◀ **2 of 2** ▶

Academic Career Graduate   First Academic Year 2019-20

Year 1 Training - Four CITI Modules (All students)   Complete: ☑

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

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.